

CONTRACT for CONSULTANT SERVICES

FOR

Architectural and Engineering Services 320030 Library-Atascadero – Library Expansion

Contract made on the ____ day of _____ in the year Two Thousand and Twelve

BETWEEN the Owner: _____ the County of San Luis Obispo hereinafter referred to as "County",

And the Consultant: Ravatt – Albrecht and Associates, hereinafter referred to as "Consultant",

For the following services: Provide architectural and engineering services for the County Library – Atascadero-Library Expansion, Project Number 320030 at 6555 Capistrano, Atascadero CA.

That for and in consideration of the mutual covenants herein contained, the parties hereto agree as follows:

ARTICLE 1 - RESPONSIBILITY AND SERVICES OF CONSULTANT

1.1 Commencing with a written Notice to Proceed, the Consultant will provide the services as described in the following Exhibits attached hereto and incorporated herein by reference as though here fully set forth:

EXHIBIT "A" - SCOPE OF SERVICES
EXHIBIT "B" - PAYMENT SCHEDULE
EXHIBIT "C" - SCHEDULE OF WORK
EXHIBIT "D" - SUB-CONSULTANT LIST
EXHIBIT "E" - RESPONSIBILITY MATRIX
EXHIBIT "F" – PROJECT PROGRAM

1.2 Coordination: In the performance of the Consultant's services under this Contract, the Consultant agrees that they will maintain such coordination with County Personnel as follows:

The County Project Coordinator shall act as primary contact as described in Article 2.1. Although the **Consultant** may coordinate with other County departments/personnel including Administration, Environmental Coordinator, Energy Coordinator, and others as needed, only the Project Coordinator is authorized to give written approvals for Work that affect the Scope of Work and the Cost of the project on behalf of the **County**.

1.3 Neither the County's review, approval of, nor payment for, any of the services required under this Contract shall be construed as a waiver of any rights under this Contract, and the Consultant shall be and remain liable to the County in accordance with applicable law for all damages to the County caused by the Consultant's failure to perform any of the services required under this Contract.

ARTICLE 2 - RESPONSIBILITIES OF THE COUNTY

2.1 The County shall designate a representative, as Project Coordinator, authorized to act in the County's behalf with respect to the Project. The County, or such authorized representative, shall examine the documents submitted by the Consultant and shall render decisions pertaining thereto promptly to avoid unreasonable delay in the progress of the Consultant's services.

2.2 The County shall furnish the Construction Boilerplate (Bidding Requirements, Contract Forms & General Conditions), the printing and distributing of the bidding documents, addenda, notices to the Contractor, and other documents to be distributed during the bidding phase.

- 2.3 The County shall identify the agencies having jurisdiction over the project, and furnish applicable construction standards.
- 2.4 The County shall furnish construction inspection and administration services as necessary to meet County requirements.
- 2.5 The County shall review documents prepared by the Consultant and render decisions in a timely manner to avoid unreasonable delay in the progress of the project.
- 2.6 The County shall pay fees of public agencies having jurisdiction over the Project.
- 2.7 The County shall arrange for the Consultant to gain access to all sites necessary to complete its services under this Contract.
- 2.8 Upon the written request of the Consultant, the County shall furnish a legal description, parcel map and easements for the site. The County shall furnish information regarding the property boundaries and corner stakes.
- 2.9 The County shall furnish information from testing for the soils and geological reports, environmental studies, and other testing and studies conducted by the County.
- 2.10 The County shall provide full information about the requirements for the Project including budget limitations, scheduling and other programmatic information.
- 2.11 The County will retain the services of an inspector and materials testing firm during the construction of the project. The Consultant agrees to cooperate with the inspector and testing firm relative to duties, communication and interrelationships described elsewhere in the Contract. It is intended that the services of the inspector and testing firm be complementary and not duplicate the work of either party. The County shall perform and provide the existing FF&E assessment and a list and specifications of new FF&E for the furniture plan per the approved design.

ARTICLE 3 - APPROVED CONSTRUCTION BUDGET

- 3.1 The work of this Contract is to design a free-standing, two story 15,000 SF library constructed within an existing building shell, as further described in Exhibit "A" within the **Approved Construction Budget** as established by the County. The County's **Approved Construction Budget** is \$2,152,257 and is itemized as follows:

Building Construction and Site Improvements included in cost above.	\$2,152,257.00
Furniture, Fixtures & Equipment Budget	\$ 00.00

During the start-up phase of the project, the Consultant will analyze the Building Design Program and the **Approved Construction Budget**. The County may, after such analysis, elect to adjust the **Approved Construction Budget** at that time, and any change in the **Approved Construction Budget** shall be at no additional cost to the County.

- 3.2 The Consultant shall complete the Design and Construction Documents, including all plans, designs, drawings, specifications and other Contract Documents, such that the construction cost of the work designed by the Consultant will not exceed the **Approved Construction Budget** established by the County. During all Project phases, the Consultant shall maintain cost controls to deliver the Project within budget.

The **Approved Construction Budget** is the total construction cost for the Project. The construction cost, for estimating purposes, shall be the total cost or estimated cost to the County of all construction, and elements of the Project designed or specified by the Consultant. The construction cost does not include

the compensation of **Consultant**, the cost of the land, rights-of-way, financing or other costs which are the responsibility of the **County**.

Consultant hereby acknowledges the **Approved Construction Budget** and Project scope. In accordance with Exhibit "A," **Consultant** shall have the responsibility to further develop, review and reconcile the construction cost against the **Approved Construction Budget** at the beginning of the Project and at the completion of each design phase. If during any phase of the design it becomes evident that the construction cost will exceed the **Approved Construction Budget**, the **Consultant** shall notify the **County**. All work shall cease and be held in abeyance until differences in funding, scope and/or criteria are resolved and until such changes as may be necessary are executed. Such changes shall be made only with the approval of the **County** and at no additional cost to the **County**. **Consultant** shall complete all services as described on Exhibit "A" including all plans, designs, drawings, specifications and other construction documents, so that the cost to construct the work designed by **Consultant** will not exceed the **Approved Construction Budget**, unless otherwise adjusted in writing by the **County**.

It is agreed that in the event no acceptable bid is received within the **Approved Construction Budget** the **County**, in its sole discretion, has one or a combination of the following alternatives:

1. Have the **Consultant** prepare, at no additional cost to the **County**, deductive alternates which bring the Project within the **Approved Construction Budget**.
2. Give **Consultant** written approval on an agreed adjustment to the **Approved Construction Budget**.
3. Have **Consultant**, at the direction of the **County** and without additional compensation, revise the Contract Documents for re-bid without significantly reducing the program objectives and the service levels, so as to result in receiving a bid within the **Approved Construction Budget**. The **County** shall cooperate with the **Consultant** to evaluate options and alternatives for reducing the construction costs. **Consultant** agrees to redesign until the Project is brought within the **Approved Construction Budget**. **Consultant** will take all reasonable efforts consistent with the standard of care for its profession to redesign the Project with all of its component parts to meet the **Approved Construction Budget**.

The revised documents shall be reviewed and approved by the **County** prior to re-bid. Once the **Consultant** has revised the Contract Documents for re-bidding and either: (a) a re-bid is received within the **Approved Construction Budget**, or, (b) if the **County** approves a higher bid, then the **Consultant** shall be deemed to have designed the Project within the **Approved Construction Budget**. Should the **County** request the **Consultant** revise the Contract Documents for these purposes, the **Consultant** shall have thirty (30) days to complete the required revisions.

ARTICLE 4 - FEE AND METHOD OF PAYMENT

The **County** will pay the **Consultant** a Fixed Fee equal to One Hundred Eighty Eight Thousand Three Hundred Seven Dollars (\$188,307) for all services, supplies, materials, and equipment provided by **Consultant** under this Contract as described in Exhibit "A" and billed per Exhibit "B" - Payment Schedule.

ARTICLE 5 - MODIFICATION OF CONTRACT

This Contract may be modified only by a written amendment signed by the **County** and the **Consultant**. All modifications must be in writing and signed by the **County** representative with the authority to modify this Contract.

ARTICLE 6 - PAYMENT FOR EXTRA WORK OR CHANGES

- 6.1 Extra work or changes in the scope of work, time of performance, and amount of compensation (collectively, "Additional Services"), shall be authorized in writing prior to commencement of the work by the Building Facilities Manager and the General Services Agency Director. If any service is done by **Consultant** without prior written authorization by the Buildings Facilities Manager and the General Services Agency Director, the **County** will not be obligated to pay for such service. Claims for Payment for approved

Additional Services must be submitted by the **Consultant** within 45 days of completion of such work, and must be accompanied by a statement of itemized costs covering said work. Payment will not be authorized until said work is satisfactorily completed and approved by the General Services Agency Director.

- 6.2 Additional Services shall be performed either on an hourly rate basis with maximum value, or on a negotiated fixed fee basis. The compensation for extra work shall be negotiated using the rates specified in Exhibit "B", **Consultant's Hourly Rate**. These rates shall be used as information to assist in arriving at a Negotiated Fee for Additional Services.

ARTICLE 7 - COST DISCLOSURE - DOCUMENTS, RECORDS AND WRITTEN REPORTS

- 7.1 Pursuant to State of California Government Code, Section 7550, if the total cost of the Contract is over \$5,000, the **Consultant** shall include in all final documents and in all written reports submitted, a written summary of cost, which shall set forth the number and dollar amounts of all contracts and subcontracts relating to the preparation of such document or written report. The Contract and subcontract numbers and dollar amounts shall be contained in a separate section of such document or written report.

- 7.2 Pursuant to State of California Government Code, Section 8546.7, every **County** contract involving the expenditure of more than \$10,000 in public funds is subject to examination and audit of the Auditor General for a period of three years after final payment under the contract. The **Consultant** shall maintain books, records, documents and other evidence, accounting procedures and practices, sufficient to reflect properly all direct and indirect costs of whatever nature claimed to have been incurred in the performance of this Contract. The foregoing constitutes "records" for the purposes of this paragraph. The **Consultant** shall maintain and preserve, until three years after termination of this Contract, and permit the State of California or any of its duly authorized representatives, including the Comptroller General of the United States, to have access to and to examine and audit any pertinent books, documents, papers and records of the **Consultant** related to this Contract. The **Consultant** and **County** shall ensure the confidentiality of any records that are required by law to be so maintained.

ARTICLE 8 - SCHEDULE OF WORK

- 8.1 The **Consultant** shall commence work under this Contract upon receipt of a Notice to Proceed and shall prosecute the work diligently as described in Exhibit "A", so as to proceed with and complete the work in compliance with Exhibit "C" - Schedule of Work. Time is of the essence and failure of the **Consultant** to perform work on time is a material breach of this Contract.

ARTICLE 9 - CONSULTANT STAFF

- 9.1 The **Consultant** has been selected to perform the work herein because of the skills and expertise of key individuals. The **Consultant** shall contract for or employ at the **Consultant's** expense, **Sub-Consultants** to the extent deemed necessary for design of the project, and licensed as such by the State of California and all other **Consultants** as necessary for development of the project as specified in Exhibit "D".
- 9.2 The **Consultant** shall designate Michael DeMartini, whom, as long as his performance continues to be acceptable to the **County**, shall remain in charge of the services for the Project from beginning of the program development and design through completion of construction support services provided for in this Contract. Additionally, the **Consultant** must furnish the names of all other key people in the **Consultant's** firm who will be associated with the Project. If the designated lead or key person fails to perform to the satisfaction of the **County** upon written notice, the **Consultant** will have 10 working days to remove that person from the Project and replace that person with one acceptable to the **County**. A Project Manager and all lead or key personnel for any **Sub-Consultant** must also be designated by the **Sub-Consultant** and are subject to all conditions previously stated in this paragraph.

- 9.3 **Consultant** certifies that **Consultant** is aware of the provisions of the California Labor Code that required every employer to be insured against liability for workers compensation or to undertake self-insurance in

accordance with the provisions of that code, and **Consultant** certifies that **Consultant** will comply with those provisions before commencing the performance of the services under this Contract.

- 9.4 **Consultant** certifies that **Consultant** is aware of the provisions of the California Labor Code that require the payment of prevailing wage rates and the performance of other requirements on certain "public works" and agrees to fully comply with any applicable prevailing wage requirements of the California Labor Code, if applicable.

ARTICLE 10 - CONFLICT OF INTEREST

- 10.1 The **Consultant** covenants that the **Consultant** has no existing interest and will not acquire any interest, direct or indirect, which could conflict in any manner or degree with the performance of services required under this Contract and that no person having any such interest shall be employed by the **Consultant**.

- 10.2 Per Government Code Section 1090, no officer or employee of the County shall be financially interested in any contract made by them in their official capacity, or by any body or board of which they are members. The **Consultant** is subject to the requirements of the Political Reform Act as promulgated by the Fair Political Code of Regulations, Title 2, Section 18000 et seq. The **Consultant** shall at all times comply with the applicable provisions therein, including, but not specifically limited to the California Code of Regulations, Title 2, Chapter 7 "Conflicts of Interest," section 18700 et seq. The **Consultant** shall also comply with all applicable provisions of other laws pertaining to conflict of interest requirements. If the **Consultant** must declare a conflict of interest, the **Consultant** shall forthwith report the conflict, in writing, to the County and shall provide any additional details requested by the County in a timely manner.

ARTICLE 11 - STATUS

- 11.1 The **Consultant** shall, during the entire term of the Contract, be construed to be an independent contractor and nothing in this Contract is intended, nor shall be construed, to create an employer-employee relationship, a joint venture relationship, or to allow the County to exercise discretion or control over the professional manner in which the **Consultant** performs the services which are the subject matter of this Contract. The services to be provided by the **Consultant** shall be provided in a manner consistent with all applicable standards and regulations governing such services.

- 11.2 The **Consultant** understands and agrees that **Consultant's** personnel are not and will not be eligible for membership in or any benefits from any County group plan for hospital, surgical or medical insurance or for membership in any County retirement program or for paid vacation, paid sick leave or other leave, with or without pay or for other benefits which accrues to a County employee.

ARTICLE 12 - WARRANTY OF CONSULTANT

The **Consultant** warrants that the **Consultant** and each of the personnel employed or otherwise retained by the **Consultant** are properly certified and licensed under the laws and regulations of the State of California to provide the special services herein agreed to be performed. **Consultant** shall provide services that comply with professional architectural standards and applicable requirements of federal, state and local laws, rules, regulations, and ordinances applicable to the Project in effect at the time the services are rendered.

ARTICLE 13 - COVENANT AGAINST CONTINGENT FEES

The **Consultant** warrants that they have not employed or retained any company or person, other than a bona fide employee working solely for them, to solicit or secure the Contract, and that they have not paid or agreed to pay any company or person, other than a bona fide employee working solely for the **Consultant**, any fee, commission, percentage, brokerage fee, gift, or any other consideration contingent on or resulting from the award or making of this Contract. For breach or violation of this warranty, the County shall have the right to annul this Contract without liability, or in its discretion, to deduct from the contract price or

consideration or otherwise recover, the full amount of such fee, commission, percentage fee, gift, or contingency.

ARTICLE 14 - NONDISCRIMINATION

The **Consultant** shall comply with laws and regulations governing nondiscrimination in employment.

14.1 Nondiscrimination: The **Consultant**, with regard to the work performed by them during the Contract, shall not discriminate on the grounds of race, color or national origin in the selection and retention of subcontractors, including procurement of materials and leases of equipment. The **Consultant** shall not participate either directly or indirectly in the discrimination prohibited by section 2.1.5 of the Regulations, including employment practices when the contract covers a program set forth in Appendix B of the Regulation.

14.2 Solicitation for Subcontracts, Including Procurement of Materials and Equipment. In all solicitation, either by competitive bidding or negotiation, made by the **Consultant** for work to be performed under a subcontract, including procurement of materials or leases of equipment, each potential subcontractor or supplier shall be notified by the **Consultant** of the **Consultant's** obligations under this Contract and the regulations relative to nondiscrimination on the grounds of race, color or national origin.

14.3 Prohibition: There shall be no discrimination against any person employed pursuant to this Contract in any manner forbidden by Government Code section 12940, et seq, or any other law. Gender harassment is included in this prohibition as a form of discrimination.

14.4 Harassment Warranty and Liability: All **Consultants** have a contractual obligation to become fully trained and knowledgeable regarding behavior prohibited by law as gender harassment and at all times to comply with and ensure that all persons performing this Contract comply with an appropriate standard of conduct. Every **Consultant** who violates harassment laws shall be liable to the County for all claims, demands, damages, costs, expenses and attorney's fees incurred by the County as a result of behavior of any of the **Consultant's** personnel performing this Contract.

ARTICLE 15 - ENTIRE CONTRACT AND MODIFICATION

This Contract including all Exhibits attached hereto, represents the entire understanding of the parties as to those matters contained herein, and supersedes all previous oral or written understandings with respect to such matters. The **Consultant** shall be entitled to no other benefits than those specified herein. The **Consultant** specifically acknowledges that in entering into and executing this Contract, the **Consultant** relies solely upon the provisions contained in this Contract and no others.

ARTICLE 16 - NON-ASSIGNMENT OF CONTRACT

The parties agree that the expertise and experience of **Consultant** are material considerations for this Contract **Consultant** may not assign, transfer, delegate or sublet any interest in this Contract or the performance of any of **Consultant's** obligations hereunder without the prior written consent of the County and any such assignment, transfer, delegation or sublease of this Contract, or any rights, duties or obligations arising hereunder, without the County's prior written consent shall be considered null and void.

ARTICLE 17 - ENFORCEABILITY

If any term, covenant, condition or provision of this Contract is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remainder of the provisions hereof shall remain in full force and effect and shall in no way be affected, impaired or invalidated thereby.

ARTICLE 18 - LAW; VENUE

This Contract has been executed and delivered in the State of California and the validity, enforceability and interpretation of any of the clauses of this Contract shall be determined and governed by the laws of the

State of California. The duties and obligations of the parties created hereunder are performable in San Luis Obispo County and such County shall be the venue for any action or proceeding that may be brought or arise out of, in connection with or by reason of this Contract. The parties agree that personal jurisdiction is proper in state court in the County of San Luis Obispo and waive all venue objections.

ARTICLE 19 - INDEMNIFICATION

19.1 County Held Harmless – General Liability:

Except for the sole negligence of County, Consultant undertakes and agrees to defend, hold harmless, and indemnify the County, and any and all County's Board of Supervisors, officers, employees, and successors in interest, from and against all suits and causes of action, claims, losses, demands and expenses, including, but not limited to, reasonable attorney's fees and reasonable costs of litigation, damage(s) or liability of any nature whatsoever for death or injury to any person, including Consultant's employees and agents, or for damage to, or destruction of, any property of either party hereto, or of third persons, in any manner to the extent arising out of or resulting in any way, in whole or in part, due to the willful misconduct, recklessness, or negligent performance (active or passive) of this Contract or omissions by, on the part of Consultant, or any of Consultant's Sub-consultants, employees, or anyone for whom Consultant has obligated itself under this Contract, whether or not contributed to by any act or omission of County or any of the County's Boards, officers or employees.

19.2 County Held Harmless – Professional Liability:

To the fullest extent allowed by law, Consultant undertakes and agrees to indemnify and hold harmless County, and any and all of County's Boards, officers and employees, from and against all losses and expenses, including, but not limited to, reasonable attorney's fees and reasonable costs of litigation, damages or liability of any nature whatsoever, for death or injury to any person, including Consultant's employees and agents, or for damage to, or destruction of any property of third persons, in any manner to the extent caused by the negligent performance of the professional services under this Contract on the part of the Consultant.

ARTICLE 20 - INSURANCE

The Consultant, at its sole cost and expense, shall purchase and maintain the insurance policies set forth below on all of its operations under this Contract. Such policies shall be maintained for the full term of this Contract and the related warranty period, if applicable and shall provide products/completed operations coverage for four (4) years following completion of the Consultant's work under this Contract and acceptance by the County. Any failure to comply with reporting provision(s) of the policies referred to above shall not affect coverage provided to the County, its officers, employees, volunteers and agents. For purposes of the insurance policies required hereunder, the term "County" shall include officers, employees, volunteers and agents of the County of San Luis Obispo, California, individually or collectively.

20.1 The Consultant shall procure the following required insurance coverage, at its sole cost and expense, and maintain in full force and effect for the period covered by this Contract such insurance. All insurance coverage shall be placed with insurers which (1) have a Best's rating of no less than B+VII and are admitted or authorized insurance companies in the State of California, or (2) insurers of equivalent documented quality which the County Risk manager has approved in writing.

20.2 General Requirements: The following requirements apply to all insurance to be provided by Consultant::

- A. A Certificate of Insurance shall be furnished to County prior to commencement of work. Upon request by the County, Consultant shall make available for County's review and copying any insurance policy to the County within ten (10) working days.
- B. Certificates and policies shall state that the policies not be canceled or reduced in coverage or changed without thirty (30) days prior written notice to County ((10) ten days prior written notice for non-payment

of premium). Consultant shall provide a thirty (30) day written notice to the County prior to implementation of a reduction of limits or material change of insurance coverage as specified herein.

- C. Approval of the insurance by County shall not relieve or decrease the extent to which the Consultant may be held responsible for payment of damages resulting from Consultant's services or operations pursuant to this Contract.
- D. The parties expressly agree that the indemnification and insurance clauses in the Contract are an integral part of the performance exchanged in this Contract. The compensation stated in this Contract includes compensation for the risks transferred to Consultant by the indemnification and insurance clauses.

20.3 Commercial General Liability Insurance ("CGL"): Consultant shall maintain in full force and effect, for the period covered by the Contract, Commercial General Liability Insurance with limits of liability of not less than the following: single limit coverage applying to bodily and personal injury, including death resulting there from, property damage, and automobile coverage in the total amount of \$1,000,000; and includes the following coverage:

- A. Personal Injury and Bodily Injury, including death resulting there from.
- B. Property Damage.
- C. Automobile coverage which shall include owned, non-owned and other hired vehicles.
- D. The following endorsements must be provided in the CGL policy:
 - 1. If the insurance policy covers an accident basis, it must be changed to "occurrence".
 - 2. The policy must cover personal injury as well as bodily injury.
 - 3. Blanket contractual liability must be afforded and the policy must contain a cross liability or severability or interest endorsement.
 - 4. The County of San Luis Obispo, its officers, employees and agents shall be named as additional insured under the policy. The policy shall provide that the insurance will operate as primary insurance. No other insurance effected by the County whether commercial or self-insurance will be called upon to contribute to a loss hereunder. Nothing contained in this Contract shall be construed to require Consultant's insurance to indemnify County in contravention of Insurance Code 11580.04.

20.4 Professional Liability Insurance: Consultant shall maintain in full force and effect, for the period covered by this Contract, professional liability "errors and omissions" insurance with limits of liability of not less than \$1,000,000 per claim or occurrence to cover all services rendered by Consultant pursuant to this Contract.

20.5 Worker's Commercial Insurance: In accordance with the provisions of Labor Code Section 3700, if Consultant has any employees, Consultant is required to be insured against liability for Worker's Compensation or to undertake self-insurance. Consultant agrees to comply with such provisions before commencing the performance of the Work of this Contract.

ARTICLE 21 - TERMINATION FOR CAUSE

21.1 If the Consultant fails to perform Consultant's duties to the satisfaction of the County, or if the Consultant fails to fulfill in a timely and professional manner the Consultant's obligations under this Contract, or if the Consultant shall violate any of the terms or provisions of this Contract, or if the Consultant, Consultant's agents or employees fail to exercise good behavior either during or outside of working hours that is of such a nature as to bring discredit upon the County, the County shall have the

right to terminate this Contract effective immediately upon the County giving written notice thereof to the Consultant. Termination shall have no effect upon the rights and obligations of the parties arising out of any transaction occurring prior to the effective date of such termination. The Consultant shall be paid for all work authorized under this contract and satisfactorily completed prior to the effective date of such termination as determined by the County.

ARTICLE 22 - TERMINATION FOR CONVENIENCE

County shall have the right to terminate this Contract, without cause, by giving not less than seven (7) days written notice of termination.

If Consultant fails to perform any of its material obligations under this Contract, in addition to all other remedies provided by law, Agency may terminate this Contract immediately upon written notice.

General Services Agency Director is empowered to terminate this Contract on behalf of County.

In the event of termination, Consultant shall deliver to County copies of all reports, documents, and other work prepared by Consultant under this Contract, if any, and upon receipt thereof, County shall pay Consultant for services performed and supplies, materials, and equipment provided by Consultant to the date of termination.

ARTICLE 23 - SUSPENSION OF SERVICES

County may, without cause, order Consultant to suspend, delay or interrupt ("suspend") services pursuant to this Contract. In whole or in part, for such periods of time as County may determine in its sole discretion. County shall deliver to Consultant, written notice of the extent of the suspension at least seven (7) calendar days before the commencement thereof. Suspension shall be treated as an excusable delay and Consultant shall be compensated for such delay to the extent provided under this Contract.

Notwithstanding anything to the contrary contained in the Section, no compensation shall be made to the extent that performance is, was or would have been so suspended, delayed or interrupted by a cause for which Consultant is responsible.

ARTICLE 24 - OWNERSHIP OF DATA

24.1 The ownership of all data collected for use by the Consultant under this Contract, together with working papers, plans, specifications, diagrams, and other material necessary to a complete understanding of the program and necessary for the practical use of the program shall be vested in the County following compensation to the Consultant for services covered by the terms of this Contract. The Consultant may retain a copy of all work for his own use.

24.2 The Consultant shall provide copies for each Deliverable item, in quantities as specified in Exhibit "A," to the County as part of this Contract. At the completion of each design phase, as outlined in Exhibit "A," the Consultant shall submit all Sub-Consultants' calculations and/or reports relative to the civil, architectural, structural, mechanical/plumbing, electrical, energy calculations, irrigation and any other designated categories of the project, and deliver them to the County as part of this Contract.

24.3 The Consultant shall perform the work required under this Contract with the assistance of Computer Aided Design and Drafting (CADD) technology, and MS Word/Excel. The Consultant shall deliver to the County CD's or DVD's containing all project files in editable format. Drawing files shall be in unprotected ".dwg" format and all other documents and specifications shall be delivered to the County on disc in unprotected MS Word/Excel format. PDF's are not acceptable as editable documents.

In order to precisely document CADD and other documentation/information given to the County, both the Consultant and the County shall each sign a "hard" copy of reproducible documents that depict the information distributed at the time of delivery. The County agrees to release the Consultant from any liability, damages, and/or claims that arise limited to the editing by others of specific portions of the work

that occur subsequent to the consensually signed deliverable documentation/information.

24.4

In the event of early termination, the **Consultant** shall promptly deliver to the **County**, upon written request and at no cost to the **County**, all finished or unfinished Documents; data; surveys; calculations; plans, diagrams and technological data and reports prepared by the **Consultant** under the terms of this Contract and in the editable formats described in Section 22 above.

Thereafter, if the **County** should determine to complete the original project or substantially the same project, the **County**, for such purposes, shall have the right of utilization of any original programmatic documents, tracings, drawings, calculation, specifications, estimates and other documents prepared under this Contract by the **Consultant**. The **County** agrees to credit the **Consultant** with limited authorship, if requested by the **Consultant**.

COMMUNICATIONS

All notices and other communications required or permitted to be given between the parties to this Contract shall be in writing and may be delivered by facsimile transmission, by hand, or by U.S. mail, postage prepaid, addressed to the respective parties as follows:

County: County of San Luis Obispo
General Services Agency
1087 Santa Rosa Street
San Luis Obispo, California 93408
Attention: Creed Bruce, Capital Project Coordinator
(805) 781-4154, (805) 781-5215 FAX

Consultant: Ravatt – Albrecht and Associates
1371 Pacific Street
San Luis Obispo, CA 93401
Attention: Greg Ravatt

(805)786-4391

NOTHING FURTHER FOLLOWS EXCEPT SIGNATURES

ACCEPTED AND AGREED this _____ day of _____, 2012

C.B.

CONSULTANT:

BY: _____

TITLE: President



COUNTY OF SAN LUIS OBISPO

APPROVED AS TO FORM AND LEGAL EFFECT:

WARREN R. JENSEN
County Counsel

CORPORATE CERTIFICATE

I, certify that I am the Secretary of the Corporation named as Consultant in the foregoing Agreement; that who signed said Contract on behalf of the Consultant, was then President of said Corporation; that said Contract was duly signed for and in behalf of said corporation by authority of its governing body and is within the scope of its corporate powers.

[Handwritten Signature]
Secretary

BY:

[Handwritten Signature]
Sharon Matuszewicz
Deputy County Counsel

DATE:

RECOMMENDED BY:

JANETTE PELL
General Services Director

OWNER:

COUNTY OF SAN LUIS OBISPO

By: _____
Chairperson of the Board of Supervisors

Approved by Board action on

_____, 2012

ATTEST:

Clerk of the Board of Supervisors

By: _____
Deputy Clerk

EXHIBIT A
SCOPE OF WORK
Library-Atascadero-Library Expansion, #320030

Consultant agrees to provide the services described below. Such services shall be performed in phases, with each succeeding phase begun only upon Notification to Proceed given by the County.

1. SCOPE OF WORK

- A. The project consists of design and professional support services for a free-standing, two story 15,000 SF library office constructed within an existing building shell located at 6555 Capistrano in the city of Atascadero, California.
- B. Upon receiving the written notice to proceed, the Consultant will diligently provide all Services described in this Contract to complete the Project in compliance with the schedule in Exhibit C, and any Additional Services identified in the Exhibits as part of the Professional Services. Time is of the essence.
- C. The final Building program and project scope has been established and will be the basis for the design of this project with adjustments made as necessary through the design and regulatory agency reviews. The Consultant reserves the right to request additional compensation for design fees if the construction budget increases in scope more than 5%.
- D. The Professional Services shall be performed in Phases as follows: Schematic Design, Design Development, Construction Documents, and Bidding and Construction Administration including post construction work. Each succeeding phase will begin only upon written notice to proceed by the County.

2. GENERAL SERVICES

- A. Coordinate with and implement the requirements of the project-appropriate regulatory agencies.
- B. Contract for or employ at Consultant's expense, Sub-consultants to the extent deemed necessary for completion of the Project including: architects; mechanical, electrical, structural, and civil engineers licensed as such by the State of California. The names of said Sub-consultants shall be submitted to the County for approval prior to commencement of work. The County reserves the right to reject the use of any Sub-consultant.
- C. Agree to exercise usual and customary professional care in its efforts to comply with all laws and regulations that apply to work of this Contract. If the County observes or otherwise becomes aware of any defect in design aspects of the project the County shall give prompt written notice thereof to the Consultant.
- D. Cooperate with other professionals employed by the County for the design, coordination or management of other work related to the Project.
- E. Field check existing conditions relative to documents provided to Consultant by the County. Notify County of any discrepancies or omissions to information necessary to complete the work.
- F. Consultant shall participate in required meetings as set forth in the following schedule of meetings:
 - 1) Schematic Design:
 - a) Client meeting interior finishes
 - b) Client meeting building systems
 - c) Client meeting interior furniture

- 2) Design Development:
 - a) Client meeting interior FF&E
- 3) Construction Documents:
 - a) Client meeting interior FF&E
 - b) 50% Design submittal
 - c) 90% Submittal
 - d) 100% Design submittal
- 4) Bidding:
 - a) Coordination meeting with County on an as needed basis.
- G. Review subsoil data, chemical, mechanical and other data logs of borings, etc., furnished to Consultant pursuant to this Contract and advise the County whether such data is sufficient for purposes of design, or whether additional data is necessary.
- H. Be responsible for the professional quality, technical accuracy and the coordination of all studies, reports, projections, master plans, designs, drawings, specifications and other services furnished by Consultant under this Contract. Consultant shall, without additional compensation, correct or revise any errors or omissions in its studies, reports, projections, master plans, design, drawings, specifications and other services.
- I. Provide services required to obtain code variances or waivers necessitated by the nature of the design with all regulatory agencies having jurisdiction over the Project.
- J. Document and verify capacity of existing utility lines serving the County property and shall be limited to the extent of property.
- K. Maintain a log of all meetings, site visits or discussions held in conjunction with the work of this Project, with documentation of major discussion points, observations, decisions, questions or comments. These shall be furnished to the County and/or their representative for inclusion in the overall project documentation.
- L. Consultant is not responsible for:
 - 1) Preparation of utility easements
 - 2) Ground contamination or hazardous material analysis
 - 3) Any asbestos testing, design or abatement
 - 4) Environmental reportsHowever, Consultant shall coordinate and integrate its Services with any such information provided by County. The Consultant as the party having sole responsibility for design of the project shall make the final determination as to the acceptability, selection and specification of materials and equipment for the project, subject to any directives issued by the County.
- M. Neither the County's review, approval of, nor payment for, any of the services required under this Contract shall be construed to operate as a waiver of any rights under this Contract, and Consultant shall remain liable to the County in accordance with applicable law for all damages to the County caused by Consultant's failure to perform any of the services furnished under this Contract.
- N. Participate in facility tours jointly arranged by the Consultant and County.

O. Consultant shall retain the services of an independent cost estimating firm to perform required cost estimates at the designated phases.

3. PROJECT START UP

A. PROJECT INITIATION

Upon final execution of the Contract with the County, Consultant shall:

- 1) Work with the County and their representatives to prepare a schedule and work plan in a computer generated project schedule ("Project Schedule").
- 2) The Project Schedule and work plan will identify overall project schedule through construction including, design phases, client reviews, plan check, bidding, award, construction and closeout. Consultant shall update the Project Schedule on a monthly basis and electronically submit the Project Schedule to the County.
- 3) Review the developed work plan with the County and their representatives to familiarize them with the proposed tasks and schedule and develop necessary modifications.
- 4) Participate in a general Project kick-off meeting to include the Consultant's appropriate Sub-consultants, County General Services Agency staff and other appropriate County representatives.
 - a) The project kick-off meeting will introduce key team members from the County and the Consultant to each other defining roles and responsibilities relative to the Project.
 - b) Identify and review pertinent information and/or documentation necessary from the County Staff for the completion of the Project.
 - c) Review and explain the overall project goals, general approach, tasks, work plan and procedures and deliverable products of the Project.
 - d) Review and explain the task analysis and project work plan for all parties present; determine any adjustments or fine tuning that needs to be made to the work plan.

B. VERIFICATION

- 1) Document the existing utility system configuration and possible interference with or impact on the proposed improvements, size, locations and elevations.
- 2) Research and analyze all applicable codes and local building practices.
- 3) Review the Site Development Plan and the Building Design Program and notify the County if further information is needed to begin design services.

C. PROGRAM AND BUDGET TEST

A Program and Construction Cost forecast has been developed by the Consultant under a previous contract and is attached as Exhibit "F". Exhibit F shall be the basis of the project program.

4. DESIGN SERVICES

A. SCHEMATIC DESIGN

Upon written authorization from the County to proceed with the Schematic Design Phase, the Consultant shall prepare for the County's review a Schematic Design Study as follows:

- 1) Architectural:
 - a. Scaled floor plans showing overall dimensions, identifying the various major areas and their relationship. Include circulation and room-by-room tabulation of all net square footage. Accurately field verify dimensions and modify the floor plan to maintain a 68% (Library) to 32% (One Stop) square footage relationship within the building design.
 - b. Building sections in sufficient detail to demonstrate design concept vertical circulation and. Indicate overall thermal transfer value of exterior envelope.
 - c. Graphically identify proposed roof and floor systems, including structural support systems, insulation system and drainage technique.
 - d. Site plan with building located and minimum one (1) foot contour grade intervals. All major site development, such as paving, utilities and outside facilities shall be shown.
 - e. Preliminary door and window schedules indicating sizes, types and glazing.
 - f. Preliminary room finish schedules.
 - g. Preliminary reflected ceiling plans showing finishes, locations of lighting, plumbing and mechanical apertures.
 - h. Fire exiting plan. Consultant shall submit to City Fire Marshall for approval and review.
- 2) Site Plan:
 - a. Prepare a Site Plan configuration for the proposed facility. The development of this Site Plan should incorporate or be based upon completion of the following tasks:
 - b. Document and take into consideration existing physical characteristics of the proposed site such as topography, drainage, plant coverage, views to and from the proposed site, current site usage.
 - c. Analyze the proposed site existing conditions relative to potential effect on circulation, access, accessible path of travel and parking.
 - d. Review proposed plans and confer with the proper County / City authority to obtain their advisory input regarding water service, fire protection, site access, and other areas of site design related to the services or governance.
- 3) Structural:
 - a. Identify foundation, shear and framing systems with preliminary sizing identified for the remodel work.
- 4) Mechanical:
 - a. Calculate block heating, ventilation and cooling loads including skin versus internal loading.

- b. Select a HVAC system that appears compatible with loading conditions for subsequent life cycle costing.
 - c. Provide energy saving options to meet LEED Silver.
 - d. Show systems selected on drawings as follows:
 - 1. Single line drawing(s) of all mechanical equipment spaces, duct work and pipe chases.
 - 2. Location and preliminary sizing of all major equipment in allocated spaces.
- 5) Electrical:
- a. Calculate overall approximate electrical loads.
 - b. Identify proposed electrical system for service, power, lighting, low voltage and communication loads.
 - c. Provide energy saving options to meet LEED Silver.
 - d. Show system(s) selected on drawings as follows:
 - 1. Single line drawing(s) showing major distribution system.
 - 2. Location and preliminary sizing of all major electrical systems and components including load centers and main panels.
- 6) Consultant shall provide services for data and communication. Consultant shall use County standards for communication and data services.
- 7) The Schematic Design shall respond to the Consultant's coordinated efforts to mitigate as many environmental concerns as are capable of being feasible at this point in the design process. It is in the project's best interest to solve mitigation efforts as quickly as possible.
- 8) Deliverables:
 - a. Copies:
 - 1. Schematic Design Drawings in pdf format.
 - 2. Preliminary list of fixtures, equipment and furnishings with plan drawings showing locations in pdf format, as described in the responsibility matrix.
 - 3. A statement indicating any authorized changes made to the approved program and the cost impact of such changes on the Construction Budget.
- 9) Presentation:
Consultant shall present and review with the County the detailed Schematic Design at the County offices.
- 10) Furniture, Fixtures and Equipment

- a. Develop a product coding system to be keyed to the drawings. County to provide furniture assessment, selection and specification per the attached Design Responsibility matrix.
- b. Develop FF&E drawings for installation clearances, ADA, circulation and installation purposes. Insert into building plans "for information only". Coordinate furniture layouts with electrical, telephone, data, lighting and all building features.

11) Project Cessation Provisions:

Upon completion of the Schematic Design study, the County shall have the right to terminate this Contract for convenience upon written notice of such termination to Consultant.

The County shall pay the Consultant only the fee associated with the services provided under the Schematic Design

B. DESIGN DEVELOPMENT

Upon written authorization by the County to proceed with the Design Development Phase, Consultant shall prepare from the Schematic Design Phase documents approved by the County, Design Development Phase documents consisting of the further development of previous schematic plans, and including, but not limited to:

- 1) Architectural
 - a. Scaled, dimensioned floor plans with final room locations including all openings.
 - b. Further detailed wall sections showing dimensional relationships, materials and component relationships.
 - c. Identification of all fixed equipment to be installed in contract. Floor plans identifying all fixed and major movable equipment and furniture
 - d. Well-developed site plan including grading and paving.
 - e. Preliminary development of details and large scale blow-ups.
 - f. Typical reflected ceiling development including ceiling grid for each ceiling to be used, showing:
 - 1. Light fixtures
 - 2. Ceiling registers or diffusers, fire sprinklers
 - 3. Access Panels
 - g. A tabulation of both the net and gross assignable floor areas, and a comparison to the initial program area requirements.
- 2) Signage
 - a. Design all building identification, interior and exterior wayfinding and code-required signs for the project.
 - b. Develop preliminary signage drawings for fabrication and installation.
- 3) Civil Engineering

- a. Grading and drainage plans with topography sufficient to accurately determine quantities of cut and fill and ability to disperse water effectively.
- b. Site plan including horizontal control of all site construction, parking plan and site pavement of all types and accessibility path of travel.

4) Structural Engineering

- a. Structural drawings with all major members located and sized. Structural building sections.
- b. Establish final building and floor elevations.

5) Mechanical and Plumbing Engineering

- a. Heating and cooling load calculations for each space and major duct or pipe runs sized to interface with structural system.
- b. Major mechanical equipment should be scheduled indicating size and capacity.
- c. Ductwork and piping should be substantially located and sized.
- d. Devices in ceiling should be located.
- e. Legend showing all symbols used on drawings.

6) Electrical Engineering

- a. All lighting fixtures should be located and scheduled showing all types and quantities of fixtures to be used, including proposed lighting levels for each usable space(s).
- b. All major electrical equipment should be scheduled indicating size and capacity.
- c. Complete electrical distribution including a one line diagram indicating final location of switchboards, communications, controls; (high and low voltage) motor control centers, panels, transformers and emergency generators, if required.
- d. Legend showing all symbols used on drawings.

7) Consultant shall provide services for data and communication. Consultant shall use County standards for communication and data services.

8) Estimate:

- a. Design Development Estimate: This estimate will include individual line-item unit costs of materials, labor and equipment. Sales tax, subcontractor's mark-ups, general contractor's construction indirects (general conditions), overhead, and profit shall be listed separately. The estimate shall separate the project's building cost from site and utilities cost. A separate cost summary is required for each building.
- b. 10% Design contingency and inflation to the midpoint of construction
- c. The County's may choose to hire an independent cost estimator to prepare a Design Development Cost Estimate. A meeting between the Consultant and the County's

estimator may be required to reconcile any discrepancies between the Consultant and County's cost estimates.

- d. If it becomes evident that the cost will exceed the County's construction budget, the Consultant shall notify the County and all work shall cease and be held in abeyance until funding differences, scope, and/or other criteria are resolved and such changes as may be required by the County are agreed to by the Consultant. Such changes shall be made by the Consultant at no additional cost to the County.

9) Preliminary Specifications:

- a. Development of Outline specifications with description of work and materials into preliminary specification format prior to finalizing during the next phase.

10) Deliverables:

- a. Copies
 1. Pdf format drawings from all professional disciplines necessary to deliver the project
 2. Outline Specifications in pdf format describing materials and equipment systems.
 3. A statement indicating any authorized changes made to the program from the last submittal and the cost impact of such changes on the previously approved Construction Budget
 4. Construction cost Estimate in pdf format.
 5. Produce catalog cut sheets and data on materials, equipment and finishes.
 6. Color board sampling all interior finish materials colors and textures.
 7. Preliminary LEED Silver checklist
 8. Preliminary Title 24 report.

C. CONSTRUCTION DOCUMENTS

Upon written authorization from the County to proceed with the Construction Documents Phase, Consultant shall prepare from Design Development Phase Documents approved by the County, Construction Documents consisting of fully developed plans and specifications, ready for public bidding under the provisions of the Public Contracts Code.

Prepare construction documents in full compliance with all applicable building codes, ordinances and other regulatory authorities.

- 1) Construction Documents (C/D) 50% stage, including, but not limited to:
 - a. Architectural:
 1. Site plan developed to show building location, all topographical elements and existing/proposed contour lines.
 2. Interior elevations, sections and floor plans corrected to reflect design development review comments.

3. Architectural details and large blow-ups.
 4. Well-developed finish, door, and hardware schedules.
 5. Site utility plans started.
 6. Fixed equipment details and identification started.
 7. Reflected ceiling plans coordinated with floor plans and mechanical and electrical systems.
- b. Structural:
1. Structural floor plans and sections with detailing well advanced.
 2. Structural calculations.
- c. Mechanical:
1. Mechanical calculations virtually completed with all piping and ductwork sized.
 2. Large-scale mechanical details should be started.
 3. Mechanical schedule for equipment substantially developed.
 4. Preliminary mechanical details.
 5. Title 24 report and LEED Silver checklist.
- d. Electrical:
1. Lighting, power, data, signal and communication plans should show all switching and controls. Fixture schedule and lighting details development should be started.
 2. Distribution information on all power consuming equipment, lighting and device branch wiring development should be well started.
 3. All electrical equipment schedules should be started.
 4. Special system components should be approximately located on plans.
- 2) Construction Documents – 90% Completion Stage:
- a. Plans:
- Sufficiently complete to submit to outside agency and plan checking entities. Only remaining work would be changes and additions as a result of final review by these agencies.
- b. Final Cost Estimate:

Update and finalize the construction cost estimate. Final estimate in format as described in estimate section of construction document one hundred percent (90%) stage. The final estimate shall reflect all adjustments as required by the County review.

c. If it becomes evident that the cost will exceed the County's construction budget, the Consultant shall notify the County and all work shall cease and be held in abeyance until funding differences, scope, and/or other criteria are resolved and such changes as may be required by the County are agreed to by the Consultant. Such changes shall be made by the Consultant at no additional cost to the County.

d. Specifications:

1. Complete development and preparation of technical specifications describing materials, systems and equipment, workmanship, quality and performance criteria required for the construction of the Project.

2. Coordination of the development of specifications by other disciplines.

3. Specifications shall be in the current CSI format.

3) Construction Documents (C/D) Final Stage -100%:

a. The construction document final stage shall be for the purpose of the Consultant incorporating all regulatory agencies' and plan checking entity's comments into the drawings, specifications, estimate and alternates and cost reduction changes should they be required. All corrections made by the Consultant during this stage should be at no additional cost to the County.

b. The final contract documents delivered to the County upon completion of the Consultant's work shall consist of the following in pdf format:

1. Drawings: To be reproduced electronically by the County and shall include each Consultant/Sub-consultant's State license stamp as required.

2. Specifications: Original typed technical specifications on reproducible masters in CSI format.

3. Estimate: Final estimate shall be developed in the 90% review and supplied as a deliverable at the 100% stage.

4) Construction Final Back-Check Stage:

a. Make corrections as required to reflect regulatory agencies' and plan check entity's final back-check comments into the drawings, specifications and estimate. All such corrections will be made at no cost to the County.

5) Deliverables:

a. Copies in pdf format

1. Fifty percent (50%) submittal - one fifty percent (50%) working drawings, specifications, and cost estimate.

2. Ninety percent (90%) working drawings, specifications and cost estimate.

3. One hundred percent (100%) submittal - one hundred percent (100%) working drawings, specifications, engineering calculations.
4. Statement of requirements for testing and inspection services for compliance with Construction documents and applicable codes.

5. BIDDING

- A. Bidding procedure will be the responsibility of the County. While the Project is being advertised for bids, all questions concerning design intent shall be referred to the Consultant for resolution.
- B. In the event that items requiring interpretation of the drawings or specifications are discovered during bidding period, said items shall be analyzed by the Consultant for decision by the County as to the proper procedure required. The bid period is defined as from the date of advertisement for public bidding until the Award of the contract by the County. Corrective action taken will be in the form of an addendum prepared by the Consultant and issued by the County.
- C. It is agreed that in the event no acceptable bid is received within the budget established at the completion of the Construction Document Phase, the Consultant shall, at the direction of the County, and at no further cost to the County, revise the Construction Documents, for re-bid, without reducing the capacity to accommodate the building program, so as to make possible a bid to come within the budget established as aforesaid; the revised documents shall be reviewed and approved by the County prior to putting them out to re-bid. Once the Consultant has revised the Construction Documents for re-bidding and either: (a) the re-bid comes within the budget for Construction Costs approved by the County or, (b) if the County approves this higher bid from the contractor, then the Consultant shall be deemed to have designed the Project within budget. No liquidated damages or other damages shall apply to this redesign time.

6. CONSTRUCTION SUPPORT

- A. The Consultant's responsibility to provide basic services for the Construction Phase under this Contract commences with the award of the Contract for Construction and terminates at the earlier of the issuance to the County of the final Certificate for Payment or sixty (60) days after the date of substantial completion of construction.
 1. During construction, the Consultant shall furnish all necessary additional drawings for supplementing, clarifying and/or correcting purposes and for change orders required. Such drawings shall be requested in writing from the Consultant by the County and shall be at no additional cost to the County. The original tracing(s) of the drawings and contract wording for change orders shall be submitted to the County in electronic format for duplication and distribution.
 2. The Consultant will receive notification of the award of a construction contract. Upon receiving such notification, the Consultant will proceed with the services required by the Construction Support phase of this Contract.
 3. The Consultant shall attend the preconstruction start meeting with the successful contractor upon notification by the County.
 4. Consultant shall review and approve or take other appropriate action upon contractor's submittals such as: shop drawings, project data and samples, but only for the limited purpose of checking for conformance with information given and the design concept expressed in the Contract Documents.
 - a. The Consultant's action shall be taken with such reasonable promptness as to cause no unreasonable delay in the work or in the construction of the County or of separate contractors, while allowing sufficient time in the Consultant's professional judgment to permit adequate review.

10. The Consultant shall not be responsible for, nor have control or charge of construction means, methods, techniques, sequences or procedures, or for safety precautions and programs in connection with the Project, and shall not be responsible for contractors' failure to carry out work in accordance with the Contract Documents. The Consultant shall not be responsible for, nor have control over, the acts or omissions of the contractors, subcontractors, any of their agents or employees, or any other persons performing any work.
11. Consultant shall review equipment and maintenance manuals, and a complete set of warranty documents for all equipment and installed systems. Manuals shall be organized in CSI format and to be provided by the general contractor and specified so in the Construction Documents.

END OF EXHIBIT A

EXHIBIT B
PAYMENT SCHEDULE
Library-Atascadero-Library Expansion, #320030

1. PAYMENTS TO THE CONSULTANT

A. COMPENSATION:

The consideration to be paid CONSULTANT, as provided herein, shall be full compensation for all of the CONSULTANT'S services and expenses incurred in the performance hereof, including office expenses, travel, per diem, and any other direct or indirect expenses incident to providing those services.

B. REIMBURSABLE EXPENSES - Not used

C. PAYMENT TO CONSULTANT:

1. Compensation for Basic Services shall be based upon the following lump sum amounts for each Phase contemplated under this Agreement.

2. The fee for the Scope of Services described in Exhibit A shall be paid in proportion to the following fee distribution:

PRE-DESIGN	\$00.00
SCHEMATIC DESIGN	\$25,010.00
DESIGN DEVELOPMENT	\$54,651.35
CONSTRUCTION DOCUMENTS	\$85,077.05
BIDDING SUPPORT	\$5,440.00
CONSTRUCTION SUPPORT	\$16,228.60
AS-BUILT POST CONSTRUCTION SUPPORT	\$1,900.00
TOTAL	\$188,307.00

D. METHOD OF PAYMENT:

1. CONSULTANT'S invoices, along with Sub-Consultant's verification of payment by CONSULTANT, shall be in a format approved by the COUNTY, and are to be submitted in duplicate to the COUNTY via the COUNTY'S PROJECT COORDINATOR.

2. Upon receipt and approval of CONSULTANT'S invoices, the COUNTY agrees to make payment as follows:

a. Monthly payments for percentage of work completed based on the CONSULTANT'S progress up to ninety-five percent (95%) of the fee for the Phase; with one hundred percent (100%) payment upon the acceptance and approval of the Phase by the COUNTY, indicated by the CONSULTANT receiving a Notice to Proceed for the following Phase. The payments for Phase VI: CONSTRUCTION SUPPORT shall be based upon percent completion of construction.

3. Consultant shall submit to the County on a monthly basis, documentation showing proof that payment were made to all sub-consultants for the last payment period.

E. BILLING RATES FOR ADDITIONAL SERVICES

1. ADDITIONAL SERVICES, when authorized in writing by the COUNTY shall be performed by the CONSULTANT for a negotiated fee based on the CONSULTANT'S hourly rates listed in item F. CONSULTANT'S HOURLY RATE.

2. The following CONSULTANT and Sub-Consultant hourly rates include overhead, administrative costs and profit and are valid through the period shown in Exhibit C, Schedule of Work. If the schedule is extended past the scheduled completion date for reasons other than delays by the CONSULTANT, hourly rates for Additional Services may be adjusted for inflation by the CONSULTANT

3. These rates shall be used as information to assist in arriving at a NEGOTIATED FEE for ADDITIONAL SERVICES. These rates are for informational purposes only and the NEGOTIATED FEE (negotiated and reduced to writing before additional services are performed) shall be controlling.

F. CONSULTANT'S HOURLY RATE

1. Architecture: Ravatt Albrecht
 - Principal \$150.00
 - Project Manager \$110.00
 - Project Architect \$110.00
 - Architectural CADD \$ 70.00
 - Admin/Clerical \$ 70.00
2. Civil Engineering: KVC
 - Civil Principal \$150.00
 - Civil Designer \$110.00
 - Civil Production \$100.00
3. Structural Engineering: Ashley & Vance
 - Structural Principal \$145.00
 - Construction Inspection \$110.00
 - Structural Project Engineer \$105.00
 - Admin/Clerical \$ 45.00
4. Mechanical Engineering: Ravatt Albrecht
 - Principal Engineer \$150.00
 - Project Manager Engineer \$110.00
 - Project Engineer \$ 95.00
 - Mechanical CADD \$ 70.00
 - Admin/Clerical \$ 70.00
5. Electrical Engineering: JMPE
 - Electrical Project Engineer \$160.00
 - Electrical CADD \$115.00
6. Cost Estimating: AC&E
 - Estimator \$ 90.00

END OF EXHIBIT B

EXHIBIT C
SCHEDULE OF WORK
Library-Atascadero-Library Expansion, #320030

1. SCHEDULE OF WORK

A. PROGRESS CHART

1. Within five (5) working days after the Notice to Proceed, the CONSULTANT shall submit SCHEDULE OF WORK to the COUNTY for review and approval. The SCHEDULE OF WORK shall be in the form of a progress chart clearly delineating all phases, review dates and deadlines. The SCHEDULE OF WORK shall also delineate relationship to the COUNTY and other regulatory agencies required project reviews and other tasks.
2. The CONSULTANT shall update the SCHEDULE OF WORK at the completion of each Phase and shall deliver the SCHEDULE OF WORK to the COUNTY with the CONSULTANT'S monthly billing for completion of each Phase.

B. SCHEDULE OF PHASES

1. The CONSULTANT shall complete all work and services required for each of the Phases within the TIME LIMIT listed below. The TIME LIMIT for each Phase is the number of consecutive working days, as noted, from the date of the written Notice to Proceed for each Phase through the completion date of all work and services required for that Phase. The TIME LIMIT does not include time required for reviews by the COUNTY and other regulatory agencies for each of the Phases within the TIME LIMIT listed below, Time is of the essence and failure of CONSULTANT to perform work on time is a material breach of this Agreement.

PRE-DESIGN	TIME LIMIT:	00	working days.
SCHEMATIC DESIGN	TIME LIMIT	47	working days.
DESIGN DEVELOPMENT	TIME LIMIT:	66	working days.
CONSTRUCTION DOCUMENTS, 50% COMPLETE	TIME LIMIT:	26	working days.
CONSTRUCTION DOCUMENTS, SUBSTANTIAL COMPLETION	TIME LIMIT:	33	working days.
CONSTRUCTION DOCUMENTS, FINAL	TIME LIMIT:	50	working days.
BIDDING	TIME LIMIT:	47	working days
CONSTRUCTION SUPPORT	TIME LIMIT:	161	working days
POST CONSTRUCTION SUPPORT	TIME LIMIT:	7	working days

END OF EXHIBIT C

EXHIBIT D
SUB-CONSULTANT LIST
Library-Atascadero-Library Expansion, #320030

1. SUB-CONSULTANTS

The following are the specialty Sub-Consultant firms and Project Principle that the Consultant will utilize for the work required by this Contract. Written approval by the County is required to change or add to this list. The County reserves the right to reject the use of any SUB-Consultant. Nothing in the foregoing procedure shall create any contractual relationship between the County and any Sub-Consultant used by the Consultant. The Consultant shall update addresses and phone numbers if they occur.

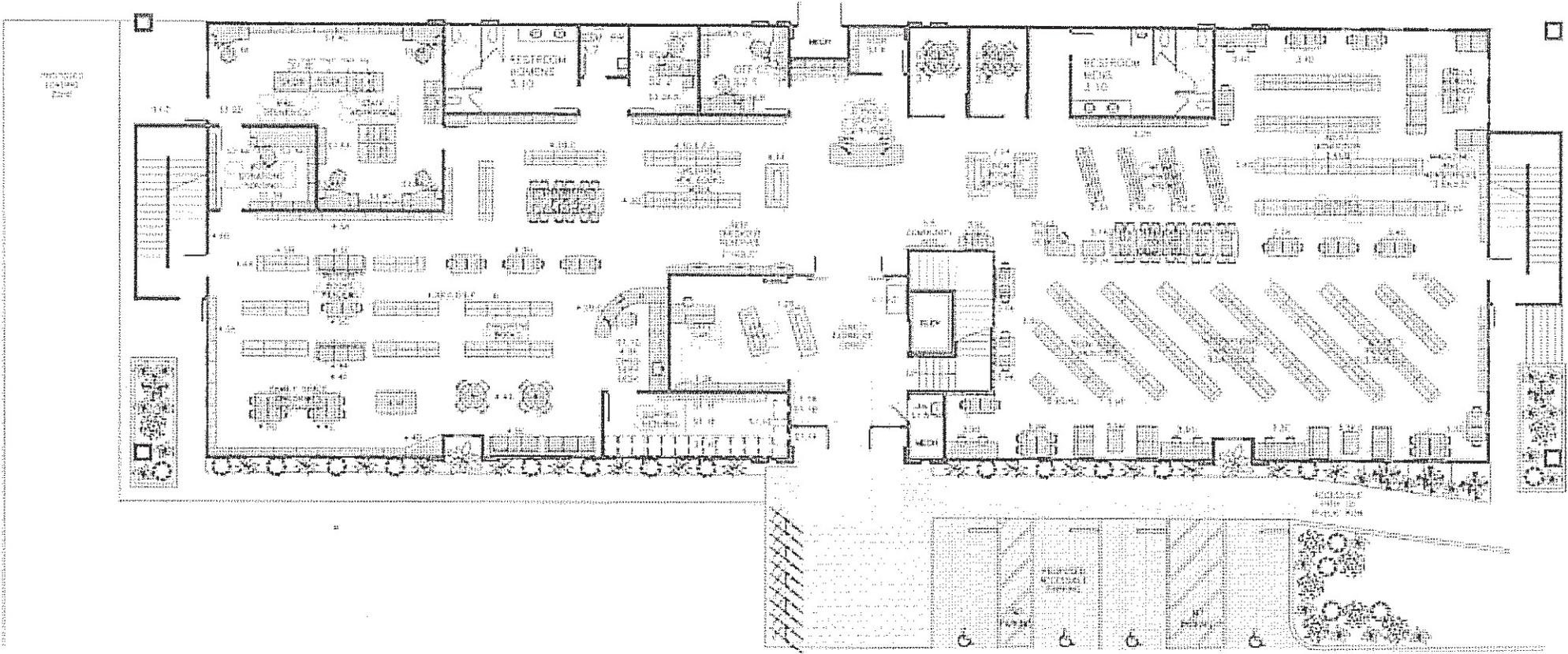
C. FIRMS

1. AC & E (estimator)
3203 Lightning Street, Suite 114
Santa Maria, CA 93455
Mike Lewis
(805) 349-0049
2. Ashley & Vance (structural engineer)
860 Walnut St., Suite C
San Luis Obispo, CA 93401
Charles Ashley
(805) 545-0010
3. KVC (civil engineer)
P.O. BOX 832
Atascadero, CA 93423
Keith V. Crowe
(805) 464-0975
4. JMPE (electrical engineer)
156 W. Alamar Avenue, Suite B
Santa Barbara, CA 93105
John Maloney
(805) 569-9216

END OF EXHIBIT D

Modified 11.28.11

ITEM	COUNTY	RAVATT ALBRECHT AND ASSOCIATES
3. POWER/TELECOM COORDINATION		
	Give accurate locations for outlets that feed all movable furniture items.	Prepare final power/signal plans.
4. METAL SHELVING (STACKS)		
STACKS	Give input on color only.	Design and Document.
STACK ENDS/CANOPY TOPS		Design and Document.
5. SERVICE DESKS:		
a. Circ Desk (front unit only)		Program, Design and Document
b. Children's desk (front and side unit)		Program, Design and Document
c. Reference Desk		Program, Design and Document
6. FREESTANDING FURNITURE (As shown in red on plan). County to provide numbered FF&E list for items listed below in Word format.		
a. Seating: All items (reader chairs, computer chairs, soft lounge seats, stools, task chairs, etc.)	Select and document. Includes upholstery materials.	Provide furniture plan to verify ADA clearances, key in FF&E based on list given by the county, and coordinate electrical receptacle plan with furniture specifications provided by the County.
b. Reader/ Equipment tables / counter units	Select and document, possibly modified custom or custom previously designed and documented by P+M.	
c. Occasional tables	Select and document.	
d. Mobile display units	Select and document.	
e. Display shelving in gift shop	Select and document.	
f. Coffee cart in gift shop	Select and document cart from a manufacturer's standard product. No custom design. No coordination of food service equipment with vendor.	
g. Community info boards, Marker boards, Bulletin bds (wall - mounted)	Select and document.	
h. Community room stacking chair, nesting tables, lectern	Select and document.	
i. Office furniture (desk, chairs, table, files, etc.)	Select and document.	
j. Conference room furniture	Select and document.	
k. Lobby 5.1 lounge furniture and tables	Select and document.	
l. Single-faced shelving-staff areas	Select and document.	



SK1 FIRST FLOOR PLAN FINAL OPTION 9.16.11



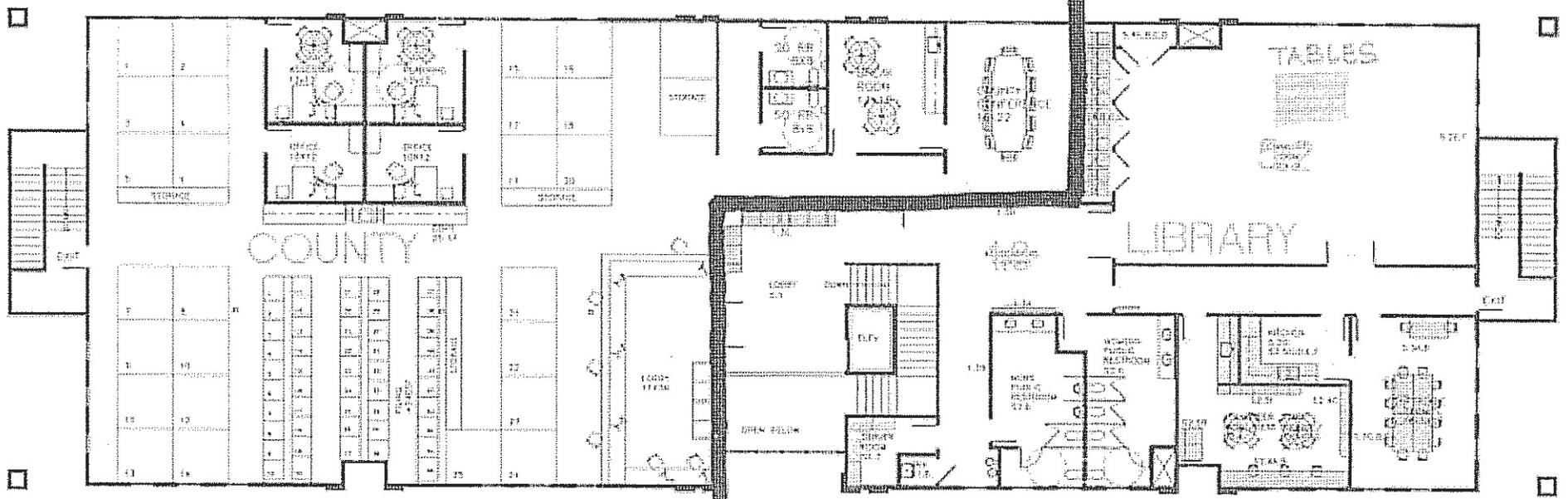
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104	LIBRARY	1600004	1500003	1003
105	WASHIN ROOM	1600005	1500004	1004
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COUNTY ← → LIBRARY

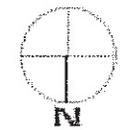


EXHIBIT F
Library-Atascadero-Library Expansion, #320030

Atascadero Library

Building Program

October 2011

Prepared by
Page + Moris LLC
130 Sutter Street
Suite 480
San Francisco CA 94104

Atascadero Library
Building Program
October 2011

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1. Introduction

The County of San Luis Obispo and the Atascadero Friends of the Library are engaged in a major collaboration that will provide a new Library facility to serve the Atascadero community and create a convenient, one-stop service center for County services. Jointly funded by County and private funds, a two-story building located at 6505 Capistrano Avenue in central Atascadero is being remodeled and outfitted to serve these purposes.

The Library will occupy the first floor of the building. The second floor will house County offices and some Library services. Upon completion, this facility will replace the current 7,748 square foot Martin Polin Regional Library located at 6850 Morro Road. The new Library will provide 14,420 square feet of space, close to twice the space available in the current facility. The County's one-stop service center will occupy 6,831 square feet.

The new Library will feature:

- Expanded browsing capacity for new and popular books and AV media
- Coffee and refreshments served at a coffee cart concession
- Secondhand book sale and gift shop
- Increased seating and separate zones for quiet, collaborative and active uses
- Additional public computers – both desktop and laptop
- Convenient, easy to use self service checkout, holds pickup and 24/7 material returns
- Meeting room that seats 100 people
- Two enclosed small group study rooms
- Conference room for groups of 8 to 16 people
- An acoustically separate area for children and families
- Dedicated space for teens
- Ample dedicated Library parking

II. Programming Methodology

In 2011, the San Luis Obispo architectural design firm Ravatt Albrecht & Associate, Inc. was selected to remodel the Capistrano Avenue site. The architects engaged Page + Morris, a library planning firm based in San Francisco to develop a building program for the new Library.

Programming began in April 2011 with a community input meeting, staff interviews and a focus group with the Friends of the Library, facilitated by Kathryn Page of Page + Morris. In addition, the consultant analyzed library usage statistics and collection data, reviewed community demographics, interviewed County Library management staff regarding long- and short-term service trends and priorities. The consultant then developed a preliminary building program incorporating the needs and priorities that had emerged during the input process, referencing the program to current best planning practices in the library field.

The proposed program was presented to the project steering committee for review and comment and was revised to incorporate committee input. Ravatt Albrecht design staff used the revised program as a basis for laying out the new Library spaces. Several iterations of the proposed layouts were reviewed and adjusted during Summer 2011. The final layout approved in August achieved much of the proposed Library program. A comparison of current Library service levels, the proposed program and the program achievable within the Capistrano Avenue site constraints is presented below.

III. Library Vision and Service Goals

The new Atascadero Library program is based on the service goals summarized below.

The Library needs to provide residents with the spaces and services that meet and anticipate their needs in a comfortable facility that encourages use by the entire community.

A successful public library plays multiple roles in the life of the community it serves. First, it provides access to the world of learning, knowledge and human creativity. Access to books and the printed word for all age groups continues to be the primary service expectation of many residents and remains a basic library function. As a corollary, library service to children introduces families to the joy of reading and establishes a foundation for a lifetime of reading. This role has expanded in recent years to include access to creative and informative works in many formats, including digital media and electronic content.

Libraries have also become a primary public gateway to online information, offering free access to the Internet, wireless access for laptop computer users and providing guidance in navigating and assessing the wealth of material available through these resources.

Even as the Library's role as a resource for virtual information and literature continues to grow, its traditional role as a community destination and gathering place is also evolving and expanding. The Library now serves as the community's principal place for solitary reading and study as well as a venue for collaboration and group interaction. Book discussion groups, teen poetry readings, family literacy evenings are a few examples of the multitude of educational and social community events that draw large audiences. The Library facility can and should offer residents a safe, comfortable place to be. This can be a sanctuary for solitary reflection, a quiet work space for work on a school assignment or a social space for connecting with peers.

To perform these roles, the Library needs appropriate space – for collections, for people, for programming and for functional operations. The space needed to support specific services is described below.

IV. Service Levels – Current, Proposed, Feasible

Ravatt Albrecht developed space plans for the new Library at 2650 Capistrano Avenue based on the proposed program. Although the total square footage available for library space within the building is approximately equal to the program's 14,440 square feet, design constraints imposed by the building reduced the amount of actual space available. These constraints included the existing main entrance and lobby configuration, the need for shared lobby space on the upper floor and need for restrooms to serve both the Library and County Offices. As a result, erosion to the program was inevitable. The programmatic impact of these constraints is summarized below. Comparing both proposed and actual program to service levels at the current facility give perspective to the reductions and demonstrate that the Capistrano building will accommodate approximately 90% of the proposed program. The Library may mitigate for the program reductions by increasing the laptop computers available for loan, increased emphasis on digital collections and inclusion of additional casual seating for teens and children.

Service Level Comparison

	Current Library	Proposed Program	Capistrano Avenue Site Capacity
Collection/Shelving	58,000 books + media (physical only)	77,000 books + media 65,500 physical items 11,500 digital items 331 shelving sections 31% +	74,000 books + media 63,000 physical items 11,000 digital items 317 shelving sections 26% +
Seating	52 seats	127 seats 144% +	84 seats 62% +
Group Study	No enclosed space	2 rooms with 8 seats	2 rooms with 8 seats
Public Computers	11 workstations	27 workstations Including 10 laptops + 4 online catalogs 182% +	20 workstations Including 10 laptops + 4 online catalogs 118% +
Meeting Room	60 seats	110 seats 83% +	120 seats 100% +
Storytelling Space	In meeting room	In Family Space 25 floor seats	In Family Space 25 floor seats
Self Checkout	1 unit	4 units	4 units

V. Community Population and Demographics

The Atascadero Library serves the 28,193 residents of the City of Atascadero¹ as well as residents of surrounding rural areas. The city population is projected to increase 15% over the next twenty years to reach approximately 32,372 residents by the year 2030. In 2009, the median age was 40.1 year, slightly older than the 39.3 years median for San Luis Obispo County as a whole.

Children and youth through the age of 19 make up 25% of the total population while 11% of residents are 65 years of age or older. This age distribution suggests a somewhat younger demographic trend than the county overall, with 23.9% children and youth and 14.9% over 65. Anecdotal comments were received from Library staff regarding a high incidence of library visits by children and youth.

The population is primarily White (84%), followed by Hispanic (12%). African Americans, Asian and American Indian residents each make up approximately 1% of the population.

In 2009, the overwhelming majority of employed people drove to work – 90% - and the mean commute time reported was 21 minutes. That same year, an estimated 8.1% of the civilian labor force was unemployed. More than one-third of those employed were in management, professional or related occupations (36%), while another 28% were in sales and office occupations, 16% in service jobs, 10% in construction, maintenance and repair jobs and 9% in production, transportation and material moving jobs.²

Median household income for Atascadero was \$66,542 in 2009. Six percent of individuals and 4.6% of families were living below the poverty level within the past 12 months.

Households with one or more person under the age of 18 accounted for 33% of total households in 2009. The average household size was 2.5 people-per-household.

¹ U.S. Census Bureau. American Factfinder, ACS Demographic and Housing Estimates: 2007-2009; Atascadero city, California

² Op. cit.

VI. Overall Programming Concepts

A. Site and Context

1. Visibility/Relationship to Surroundings

The facility must be clearly visible and recognizable as a civic building to allow visitors to easily find it. At the same time, the facility, including landscaping and parking, needs to fit comfortably on the site and work well with nearby buildings. Glimpses of interior spaces should be visible from outside to communicate the building's purpose and act as a magnet to draw visitors in.

2. Access and Entrances

The Library can draw several hundred visitors each day. Planning physical access to the building, parking and the pathways available to pedestrians and vehicles is critical to the building's success. Provide a pedestrian path to the public entrance that allows visitors who walk to the Library to avoid cutting through the parking area.

Public Entrance

The public entrance is the Library's "front door". It must be visually prominent, expansive, well lighted and welcoming. The entrance and lobby are often social spaces in which visitors cross paths with friends and neighbors. Space is needed for casual conversations as well as self-orientation as visitors sort out where in the Library they wish to go, make phone calls or wait for a ride.

The entrance needs to be close to Library parking and easily accessible to visitors once they have parked their cars. Special care should be taken to ensure easy access by older people, family groups with strollers and physically disabled visitors. A sheltered area outside the building, adjacent to the entrance, is highly desirable for people waiting for a ride either during open hours or after the Library has closed.

Return slots will be located adjacent to the entrance, both outside the building and within the lobby, for 24/7 drop-off of Library books and media.

Staff and Delivery Entrance

A separate entrance is needed for Library staff to enter the building, for deliveries, system courier pickups and maintenance functions. This entrance needs to be at grade, with immediate vehicular access for delivery vehicles and adjacency to the Library mail and delivery space or to the staff workroom. A door overhang is needed to protect deliveries and people during poor weather, dimensioned to accommodate the Library system vehicle. The door will remain locked at most times with a door bell system to alert staff that a delivery has arrived.

Donations

Community members will donate books and other items to the Friends of the Library on an ongoing basis. These donations are often massive, arriving in several grocery bags or cardboard boxes. A designated donation drop-off point is desirable, located adjacent to the donations sorting area rather than the Library service desk.

3. Vehicular Access/Parking

Library parking should provide 3 to 5 spaces per 1,000 square feet of building space, or 43 to 72 spaces. Bicycle parking is desirable at the entrance to accommodate a minimum of 10 bicycles. Ensure that bike racks are visible from the lobby, are lockable and meet current security standards.

Design the parking area with clear entrance and exit patterns to encourage smooth traffic movement on and off the site. Consider providing short term parking close to the public entrance for convenient drop-off or pick-up of reserved material. If short term spaces are allocated, ensure that vehicles using that parking do not block general traffic flow. Disabled access parking spaces must meet code and ADA requirements.

Provide two parking spaces adjacent to the staff/delivery entrance and loading area for service and delivery vehicles. Vehicular access to the delivery entrance needs to be coordinated with Library delivery vehicle needs.

4. Landscaping and Indoor/Outdoor Relationship

Attractive landscaping enhances the Library experience and softens the effect of massed parking areas often required. Landscaped areas should be:

- Low-maintenance
- Drought-tolerant
- Sloped away from the building
- Integrated with parking areas and walkways
- Open and low-profile for safety

Interior spaces and views should be visually linked to the exterior with windows that overlook landscaping and views to the surrounding site. Outdoor reading areas are desirable to expand seating options for visitors, with wireless access for laptop computer users and casual seating for the Coffee Cart concession. Care must be taken to design these spaces in coordination with Library security needs.

B. Operations and Functionality

1. Service Delivery Principles

A public library is a civic building that serves its community for several decades, offering daily service and space to thousands of visitors each week/month/year. It must be designed to support the following principles in an environment of constant, intense use:

- a. Open, welcoming spaces. Public spaces need to welcome the public and draw them in, communicating to everyone who visits that the library is the community's "living room", encouraging every visitor to find their place within the facility.
- b. Acoustical zoning. The interiors need to be organized to provide quiet areas for concentrated study and comfortable reading, spaces in which casual conversations and other collaborative activity can take place and active, noisy areas. Although acoustical zones often align with user age levels, adults, teens, children and families, all visitors need access both to quieter spaces and spaces in which conversations and higher noise levels are tolerated.
- c. Self-Explanatory Layout / Visibility. Visitors should be able to find their way to the spaces and services they need without undue reliance on staff to point the way or to building directories. Simple, straightforward pathways, visual cues in the architecture and building finishes, clear major signage and similar imbedded wayfinding strategies minimize the need to ask for directions and optimize building functionality.
- d. Operation with minimal staff / Self service / Combined service points. Limited fiscal resources are a given in today's library universe. The building layout and organization must support operation with the fewest number of staff and include effective incorporation of self checkout technology, self-service holds pickup, self-service returns and check-in and a growing array of similar resources. Library staff is increasingly mobile and interactive with the public, moving through the public space to intercept users with questions. Service desks are becoming more compact and flexible, often with adjustable height counters. Many libraries are adopting concierge-like service points rather than sit-down service desks.
- e. Flexible spaces and furniture. As the library's role as a community "third place" develops and evolves, flexible interiors are needed to allow space reconfiguration over time. Dedicated computer workstations may be replaced by work tables for individual laptop users or rolling work tables that can be pushed together or pulled apart over the course of the day. Mobile shelving units on casters are needed to allow collections to be reconfigured or temporarily assembled at different locations.
- f. Browsable, accessible collections. Increasing use of mid-height display shelving improves physical access to the collection and browsability. Full-height (84" to 90" high) standard steel shelves are often still needed for parts of the adult collection, although a higher percentage of items is housed on mid-height display units.
- g. Technology and architecture integration. Electronic technology is integral to library service today. Many library visitors carry their own computing devices with them – laptop computers, iPads, smart phones – and expect Internet connectivity as well as power access during their visit. Library spaces typically must provide electrical power outlets at all or most seats, including lounge seating, in group study and meeting rooms and in casual seating areas throughout the

building. Wifi access is standard in public spaces. Typically, separate wireless networks are provided for public use and for internal staff use. Almost universally, libraries provide free, high-speed computer access to the public at desktop workstations reserved for individual use. Increasingly, laptop lending complements these workstations. The building infrastructure must provide power and data distribution that supports all this technology as well as the integrated library system (ILS) that supports the online catalog, information databases, ebook offerings and a multitude of other digital information resources.

Many additional technological resources and features are part and parcel of library services, such as AV/digital projection systems in meeting rooms, flat screen monitors in conference rooms, video game consoles for teens, book and AV vending kiosks in the lobby. The design team needs timely access to a specific, detailed technology program that supplements the building program to appropriately specify the building power and data systems.

h. Functional staff work space. With minimal staff onsite, the building needs an efficient layout of employee work spaces for a productive operation. Sorting and check-in of returned materials, for example, should take place away from the service desk in an enclosed, appropriately sized space. The shared staff work room should accommodate desks and work counters of appropriate sizes, located close to public space and the staff/delivery entrance.

2. Number of Floor Levels

Several factors must be considered in deciding how many floors the library has. A one-story design is the simplest approach and is generally recommended for branch libraries and libraries less than 30,000 square feet, if the site will accommodate a building of that size as well as needed parking and landscaping.

Two-story libraries can be successful, as well, if designed with functionality and security in mind. Specifically, open access public spaces should be contained on one of the two floors to enable staff to effectively monitor these spaces and to allow a minimal number of staffed service points. Space on the second floor should be limited to closed access functions, such as meeting and conference rooms.

3. Spatial Relationships Summary

To be successful, the library's spaces must accommodate needed service components and be organized in functional relationships with each other. The spatial relationship principles below should guide space planning and the building design. The adjacency diagram that follows provides a visual summary of these relationships.

Acoustical and Activity Level Zones

The Library's spaces must be laid out to create distinct zones that support different activity and noise levels so that visitors can find the spaces and environments that match their needs. Active spaces with exuberant users, such as the children's area, need to be directly accessible from the public entrance or core public space. Areas for quiet, concentrated reading and study need to be more removed from the public entrance and main space. Space for group study or collaboration as well as technology-dense areas should be acoustically enclosed to contain noise.

Core Public Space

Several high-use, high-demand services and spaces need to be adjacent to, or visible from, the public entrance to provide quick, convenient access to visitors. This includes browsing collections of popular and new books and media, self checkout units and holds shelving. The main service desk should be visible from the entrance although adjacency is not necessary. Visitors ought to be able to fan out from the core space to other areas that are immediately identifiable through visual cues and signage – reading areas, public access computers, additional collections. The core space should be open with generous paths of travel and a “marketplace” ambiance that encourages visitors to stroll, explore, encounter friends and neighbors and generally enjoy the space.

Children’s Space

The spaces for children and families should be considered a “library within the library”, a self-contained cluster of services designed to serve this audience. Direct access to the space from the public entrance is critical as is effective acoustical separation from the rest of the library. If a separate service desk is located in the children’s area, it should be visible and easily accessible from the entrance to the space, positioned to ensure that children’s staff can effectively monitor as much of the space as feasible. Within the space, distinct areas are needed to serve different age groups, with proper attention paid to each group’s interests and needs. Areas targeting toddlers and preschool age children and their families should be contained to minimize opportunities for young children to wander away from adult supervision. Storytelling programs and other events for young children should be conducted close to picture books. Collections and study seating for older children should be defined and separate from programming areas. Restrooms for children should be visible from the service desk for security reasons.

Teen Space

Teenagers need space within the Library they perceive as “a room of their own”, both for focused reading and study and for more casual collaboration, socializing and hanging out. These spaces need their own visual, physical and psychological identity and should be acoustically buffered from other parts of the building. At the same time, visibility into the space is essential to ensure a degree of supervision. The teen space should be close to one or more of the library’s enclosed group study spaces.

Quiet Reading and Study

Quiet reading and study seating is needed by all age groups and has already been described in both children’s and teen areas. Quiet reading and study space for the general population should be located away from the core public space.

Public Computers

The Library will provide public computer access with both desktop and laptop devices. The desktop workstations should be clustered and readily visible to visitors, in proximity to the service desk.

The new Library will provide considerably more computers than the current facility. These workstations need to be distributed to serve all age levels – children, teens and adults – and

need to be clustered for visibility and effective management and staff oversight. Computers should be visible as visitors enter the public space to enable easy location of this equipment.

Collaborative Space

Two enclosed group study rooms are proposed for the Library, as well as casual seating areas in the core public space. In addition, some of the Library computers should be designated for collaborative use and organized to support this use.

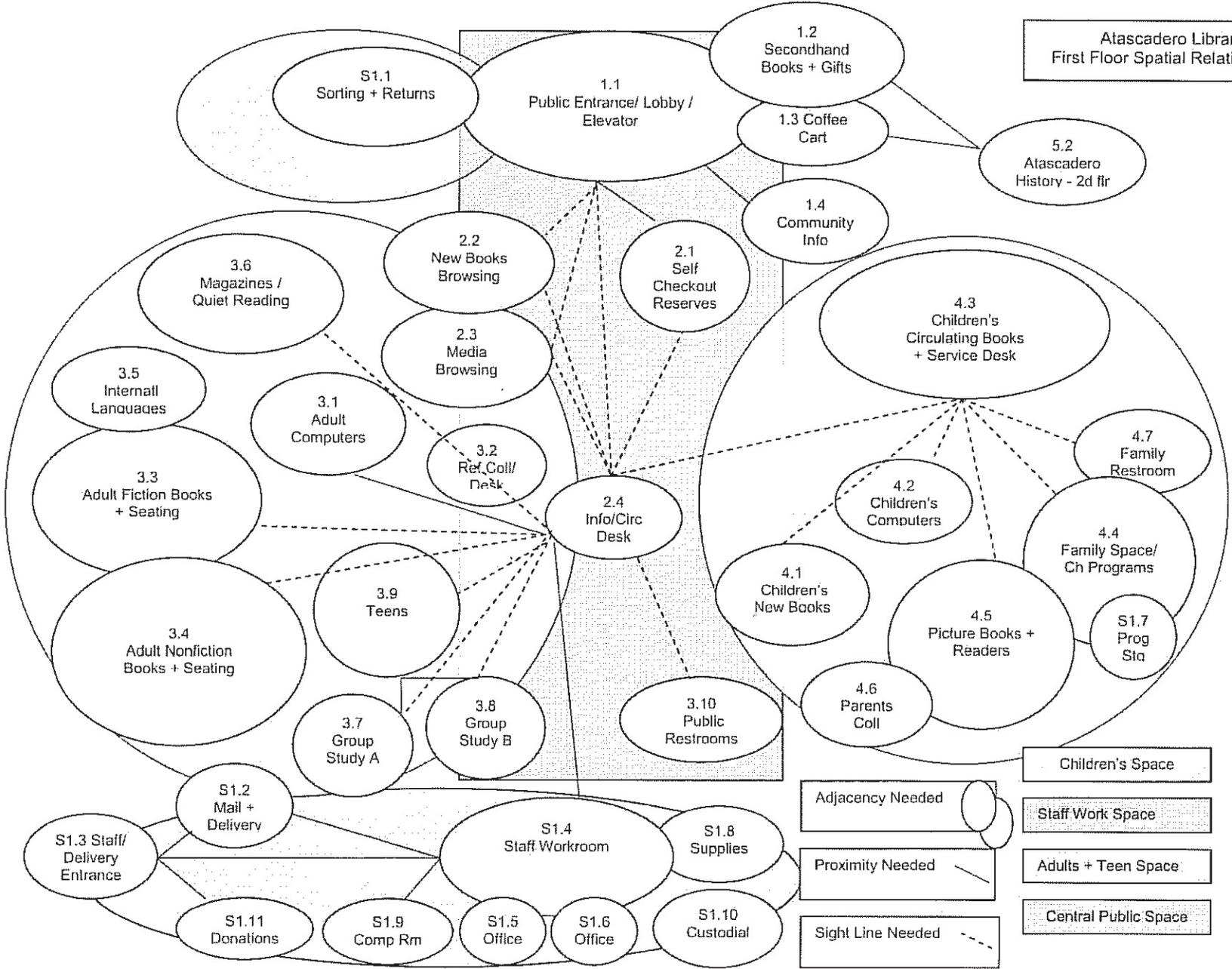
Programming and Meeting Space

The Community Room will frequently welcome audiences of 100 or more. It needs proximity to, and direct access from, the public entrance to facilitate convenient arrival and exiting by program attendees. This will also allow events to be scheduled independent of Library service hours. Other meeting spaces, such as the Conference Room, should also be located with after-hours access in mind.

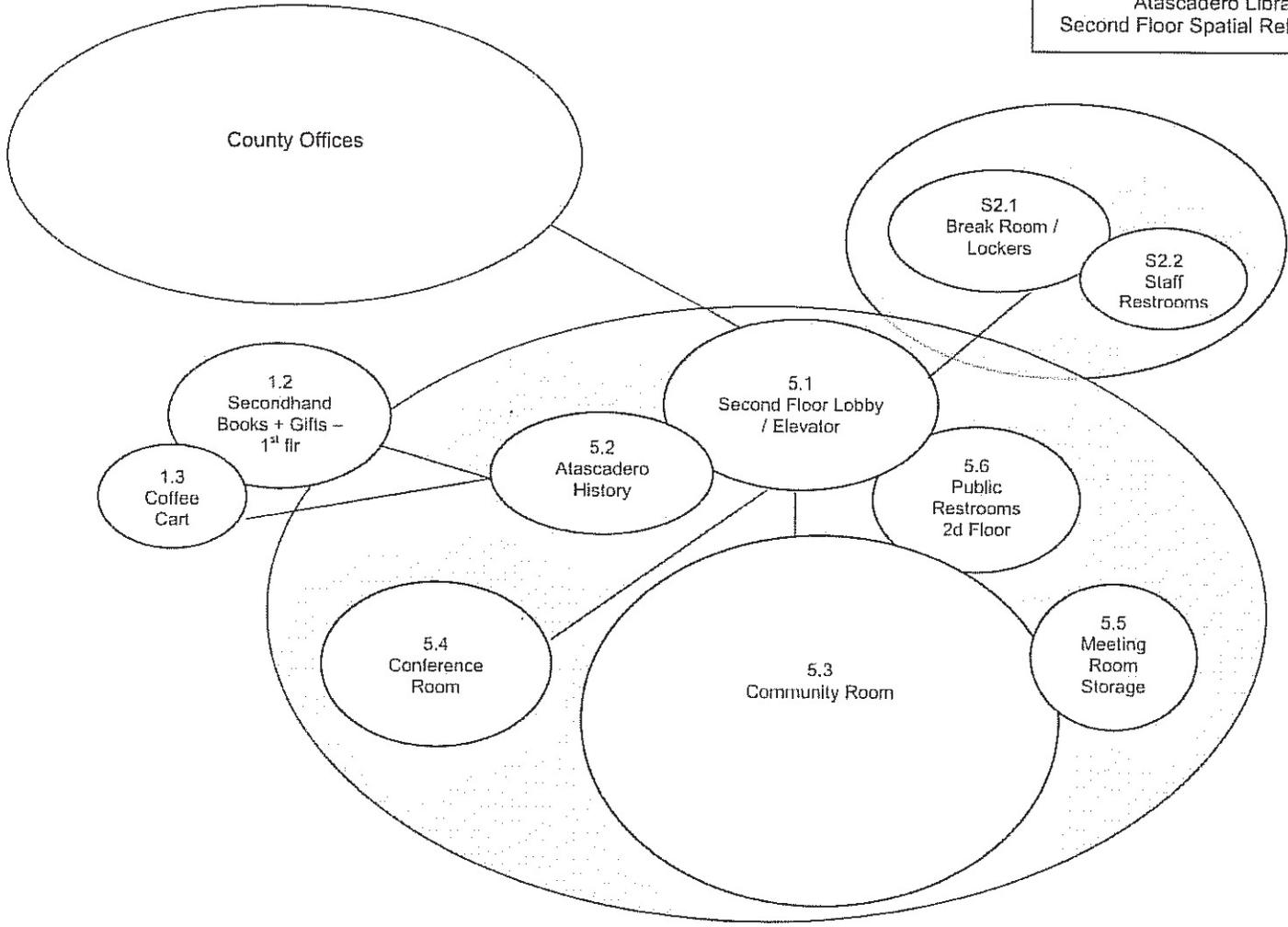
Staff Work Space

Staff work spaces need to be positioned close to public space for efficient movement between the two areas. At the same time, staff spaces should be readily accessible to each other and to the Staff/Delivery Entrance.

Atascadero Library
First Floor Spatial Relationships



Atascadero Library
Second Floor Spatial Relationships



Proximity Needed _____

Adjacency Needed 

Sight Line Needed - - - - -

Public Space 

Staff Work Space 

C. Security and Accessibility

1. Safety and Physical Security

The library will be a major destination for community members of all ages. The design must contribute to the safety and security of both public and staff, incorporating strategies that guarantee a physically safe environment and an atmosphere that deters misbehavior or unsafe conditions, such as:

- Open, clear visibility along exterior pathways and throughout the interior space.
- Well lighted public spaces with minimal area outside the direct visual control of staff and open circulation pathways that encourage self policing.
- Enclosed public spaces, such as group study rooms, have large, unobstructed windows facing the public space.
- Doors to controlled access spaces lock (e.g., staff work areas, meeting rooms).
- Unauthorized access is blocked to the roof, windows or exterior ledges and potential entry points are protected from illegal entry.
- Non-skid walking surfaces are applied appropriately along exterior pathways and as appropriate within the building.
- Furniture and casework are designed without sharp corners or climbing/tripping hazards.

The County may require a building intrusion alarm. If so, the designer needs to specify the alarm system in accordance with County requirements.

2. Collection Security

The interior layout needs to discourage theft or mutilation of Library materials. Seating needs to border interior circulation paths. Public restrooms should be designed to deter opportunities for theft of Library materials. Operable windows in the public space should be controlled by staff and not vulnerable to theft.

The interior environment must also ensure that both the collection and visitors are housed in comfortable conditions that maintain steady temperature and humidity levels within recommended ranges. Shelving should be oriented to avoid direct sunlight. Window coverings that guarantee effective UV protection are needed in areas that allow exposure to sunlight.

3. Universal Access

The building needs to meet or exceed guidelines set out in the Americans with Disabilities Act (ADA). The design should consider these guidelines broadly with the understanding that many people experience temporary disabilities and many people with physical limitations who do not consider themselves disabled use the library.

D. Building Systems, Structure and Maintenance

1. Acoustics

Acoustical conflicts and inadequate noise control are problems that users mention frequently when asked what improvements they would make to the library. The library design needs to:

- Create acoustical zones that separate public areas into quiet, medium and highly active, noisy spaces.
- Insulate interior spaces from sources of exterior noise, such as nearby streets or rail lines.
- Buffer noise generated by Library staff in the course of their duties from disturbing the public.
- Ensure that spaces in which events and programs are held have excellent acoustical characteristics.
- Control noise generated by the library and its site from disturbing the library's neighbors.
- Control noise and vibration generated by the building mechanical equipment.

Each space in the building needs to meet acoustic criteria that include standard noise criteria rating requirements, as shown below³.

Space Type	Noise Criteria Rating
Open Public Areas (Circulation, Reference)	35 – 40
Computer Work Areas	40
Private Offices	30 – 35
Open Staff Work Areas	35 – 40
Copy Rooms	40
Teleconference Rooms	Max. 25
Reading Rooms	25 – 30
Classrooms, Training Rooms	25 - 30

Effective acoustic control strategies for libraries include:

- Space layouts in which main traffic patterns avoid quiet areas and effectively separate active, noisy areas from areas intended for quiet reading and study
- Enclosed spaces for small groups to work together
- Thoughtful, effective use of sound absorbing building materials
- Careful specification, selection and placement of mechanical and electrical equipment
- Careful design and layout of programming spaces and meeting rooms
- Careful specification and selection of audiovisual projection equipment

Acoustical issues related to specific spaces and services are noted in the Space Descriptions that follow.

2. Building Finishes

a. Floor Coverings

Floor coverings should be both attractive and durable. High-quality, commercial grade, anti-static nylon carpet square floor covering is preferred for most public and staff spaces. Resilient floor coverings, such as vinyl, cork, linoleum, rubber or composites, rather than carpet, should be considered for the following areas.

- Public entrance and lobby
- Meeting rooms

³ Salter, Charles M. *Acoustics for Libraries*. California State Library for the Libris Design website, no date.

- Kitchen areas
- Storage and supply rooms
- Restrooms
- Copy machine areas
- Staff/delivery entrance
- Materials return and sorting space

b. Wall coverings

Wall coverings should be durable and appropriate to the space. Painted surfaces should use high quality, standard paint from a major manufacturer. Painted walls should be avoided in high traffic areas, such as the public entrance. Fabric wall coverings should be avoided except where tackable surfaces are specified. Durable corner guards and chair rails should be considered in areas where book trucks, stacking chairs and other items with high-risk for wall damage are in use.

c. Restrooms

Restroom walls and floors require durable, vandal resistant coverings such as ceramic tile.

3. Sustainable Design

The building must incorporate sustainable design principles to the extent feasible and enable the facility to operate with minimal dependence on energy. To the extent feasible, building systems, windows, lighting and building materials should be selected and specified on the basis on their contribution toward lowering overall the building life cycle costs, without reducing the functionality of the building.

4. Electrical Power and Data

a. Overall

The facility must have powerful, flexible power and data distribution systems that can support the Library's current and future wiring and cabling needs. A detailed, specific technology program should be developed in addition to the building program to provide the information needed to appropriately design and specify building technology infrastructure.

Over time, the Library may reconfigure interior spaces to meet changing service needs. This may include repositioning computer equipment or installation of new equipment. The building needs built-in capacity to accommodate these changes, through ready access to electrical and data outlets in the floor and furniture raceways, universal and unobstructed wireless access and generous capacity in electrical and telecommunications closets, conduit and under-floor raceways.

The public must be able to plug in electrically powered devices at every seat in the public space, in every enclosed study space and anywhere within the meeting room.

Wire management associated with furniture both in the public spaces and at service desks needs to allow efficient work surface access to power and data, with no wiring exposed or hanging loosely from furniture. Power and data locations need to be coordinated with furniture

layouts in a timely manner to ensure that interfaces with tables and other furniture are not awkwardly placed or cause tripping hazards.

The Library data network requirements are extensive. The technology program calls out its needs in detail and is a major driver of the building infrastructure design.

b. Computer room

Power to this room should be filtered and on dedicated circuits. Equipment racks need ample working space both front and back (36" to 42" inches clearance). Continuous air conditioning to this space is required that ensures a temperature range of 62 to 80 degrees and 20% to 55% relative humidity.

5. Lighting

a. Overall

Light quality within the Library is a prime design consideration. Lighting must be uniform throughout each space without glare or excessive contrast. All public and staff occupied spaces should have optimum access to natural light. Indirect lighting in all spaces is preferred. Energy conservation requirements must be achieved while lighting levels and light quality are retained.

b. Lighting levels

Lighting levels should meet recommendations based on the *Illuminating Engineering Society Handbook*, 2000 edition or later.

Reading Areas: 30 – 40 footcandles average, measured at the desktop, augmented by task lighting where appropriate.

Book stacks: 6 – 35 footcandles, measured vertically at any height along the book stack face to achieve a 6-to-1 maximum-to-minimum ratio across the stack face. Lighting over stacks may be parallel or perpendicular to the stacks as long as the required lighting level is achieved.

Service Desks: 40 – 50 footcandles average measured at the countertop.

Conference and Study Rooms: 30 – 40 footcandles average measured at the tabletop.

Staff Work Areas: 40 – 50 footcandles average, measured at the desktop, augmented by task lighting where appropriate.

Meeting and Programming Spaces: 30 – 40 footcandles average with all lights on. Lighting should be dimmable or switchable to provide approximately 2 footcandles for note-taking during AV presentations.

c. Lighting fixtures and light sources

Lighting fixtures should effectively control glare, through shielded parabolic louvers in downlights, uplighting and other similar techniques. Indirect lighting throughout the building is preferred. Lighting in areas in which computer use is intense (e.g., public computers, staff workroom) should meet standards for visual display terminal lighting.

Fluorescent lighting, in warm, medium or cool color with a color-rendering index of 82, is preferred for general use. Use electronic ballasts whenever possible. Avoid incandescent lamps due to life-cycle costs. Minimize the number of different lamp types used to simplify maintenance and economize on lamp stocking. Avoid placing light fixtures in inaccessible locations that will require special scaffolding for access.

Make optimal use of daylighting principles to reduce energy costs and enhance building sustainability without undue direct sunlight falling on book stacks, display areas or seating spaces. Consider exterior shading devices or similar strategies to minimize solar heat gain and diffuse sunlight along east, south and west-facing windows.

d. Lighting controls

Library lighting, including task lights, should be controlled by a programmable timer system that staff can turn off all lights at once or turn on only selected lights. The control system must include a manual override.

e. Emergency and exit lighting

Emergency and exit lighting must be incorporated into the lighting plan, with capacity to light the building for at least one hour during power outages. The emergency lighting system needs to have a means of being tested without triggering security of fire alarms.

6. Building Maintenance

Building finishes must be durable and not require frequent painting or staining. Finishes such as high quality masonry, pre-cast concrete or similar products are preferable to wood or stucco. Vandal-resistant finishes are recommended, including graffiti retardant coating applied to all appropriate exterior surfaces from grade to a height of at least twelve feet and features that deter skateboarding.

Use durable building finishes that will stand up to years of heavy use and that contribute to an environmentally sound building. Consider giving preference to building materials that have a favorable Life Cycle Assessment (LCA) rating, including materials made of post-consumer or post-industrial recycled materials, renewable materials, materials made of certified wood or other materials that are considered sustainable.

Avoid surface treatments that require waxing, polishing, frequent repainting or refinishing or have special cleaning requirements. Select finishes that are washable and vandal-resistant. Install corner guards at appropriate locations in both public and staff work areas and chair rails on walls adjacent to areas where book trucks may congregate.

Design the building to require low maintenance, both inside and outside. This is a prime consideration for the selection of building materials, finishes, mechanical systems, furnishings, and equipment.

Design the building so that exterior windows can be cleaned and interior lights can be changed using hand equipment without scaffolding. All materials and products should be specified as standard sizes and colors for economical replacement. The same materials and products should be used throughout the building, to the extent possible.

7. Mechanical Systems and Plumbing

The building mechanical systems provide air distribution throughout all interior spaces. The system needs to ensure comfortable and steady air flow with temperatures and relative humidity within ranges recommended for personal comfort and health, including the following requirements:

- Ventilation units should be zoned according to the intended use, occupancy level, orientation and hours of operation of each space.
- Exhaust fans should be provided for restrooms and food preparation areas, at appropriately specified levels.
- Electrical and telecom rooms should be supplied with backup air conditioning and ventilation units, as appropriate.
- Mechanical equipment with rotating and reciprocal motors should be isolated to prevent transmission of noise or vibration. Reading and study areas, meeting rooms and other spaces considered sensitive to noise should be provided with acoustically treated ducts. Acoustically rated interior partitions that are penetrated should be sealed with acoustically rated sealant.
- Mechanical areas for air handling units should provide sufficient free space for proper air flow and maintenance and positioned to mitigate acoustical impact on adjacent spaces.
- Provide adequate venting in areas with equipment that emits significant airborne particles, such as copy machines.

Sustainable approaches to air distribution and temperature control should be given strong consideration, including natural ventilation, window orientation and exterior overhangs at east, south and west facing windows.

Plumbing

Restrooms should be easy to find and accessible, designed for durability and resistant to vandalism. Avoid single occupancy restrooms for the public except for family restrooms that serve children and families.

Restrooms should be designed using the following criteria:

- Each plumbing fixture should be equipped with a separate shut-off valve, located for convenient maintenance access.
- Energy efficient strategies, such as shut-off faucets, should be employed in all restrooms.
- Fixtures should be wall-mounted and cubicle partitions ceiling-mounted for easy maintenance.

- Floor and wall finishes should be hard surfaces, such as ceramic tile, covered at the point at which the floor and wall meets.
- Each restroom needs a sloping floor drain and hose bib.
- Restrooms must be ADA compliant with entrances that ensure easy entrance by people in wheelchairs.
- Vandal resistant fixtures and finishes within restrooms are essential.
- Restrooms should be separately vented and acoustically isolated from adjacent spaces.

The following specifics are required in all restrooms:

- Soap dispensers must be tamper resistant and mounted directly over the sink to avoid soap and water drips on the floor or counter.
- Paper towel dispensers or air drying units or both? Recessed or wall-mounted?
- Baby changing tables are required
- Low flush toilets are required
- Purse/parcel shelves are required in each stall

E. Technology

1. Overall

The building needs a power and data infrastructure that can support a technology-rich array of services over time. Over time, the Library will continue to provide public access to the online world through a constantly evolving configuration of digital equipment. The building must be designed to support introduction of new technologies to the maximum extent feasible. The power and telecommunications plans for the building should be designed for flexibility, in effect to “future proof” the Library for the next ten to twenty years. Under-floor plenums, wireless access networks and other strategies should be considered throughout the building.

2. Data Network and Wire Management

The Library data network requirements are extensive. Wiring must be color-coded, tamper-resistant, numbered and easily accessible to staff. Network security and access control are critical.

Use concealed wire management strategies wherever electronic equipment is located (e.g., public computers, service desks, staff workstation). Allow easy access to power and data at or slightly above work surface height. Prevent exposed wiring on the floor or exposed below furniture work surfaces. The power and data interface between the building and furniture must be easy to use, difficult to damage and tucked away from traffic or exposure to tampering.

Conduit should be sized for Category 6 (100Mbps) universal twisted pair copper or better.

Provide power and data to support online interactivity for demonstrations and programming in the Community Room and Conference Room.

3. Public Computers

The Library will offer public online access at desktop computer workstations and laptop computers for in-Library checkout. Over time, the ratio of desktop to laptop workstations may

change and seating allocated to desktop workstations may be re-allocated to other functions. The public space needs to support reconfiguration of public technology to the extent feasible. On opening day, each public computer workstation with a desktop computer needs a work surface that accommodates a flat screen monitor and keyboard as well as clear work space for note-taking and research.

The design team needs to confer with the County Library IT staff during design to obtain specifications and dimensions of equipment to accommodate on these work surfaces – for adults, teens and children. Placement and orientation of equipment must consider avoidance of screen glare and must maintain a balance between visual surveillance by staff and a measure of privacy for each user.

F. Service Points, Staff Work Spaces and Storage Areas

1. Service Desks

The Library will have one continuously staffed service point, the Info/Circ Desk, located facing the public entrance. In addition, two secondary service points will be staffed during selected hours, in the Children's and the Adult/Teen areas. Each service desk must be visually prominent and welcoming. Staff will move back and forth between the desks and the public areas on a continual basis, helping customers as needed.

The space programmed at each desk includes the desk itself as well as circulation space behind and in front of each desk. Each desk must have effective concealed wire management for computer equipment located on each counter.

Desks must be oriented so that staff face customers as they approach, with generous queuing space for the public. The counters should be at either ADA accessible counter height (34" above the floor) or desk height (approximately 29" above the floor), depending on activity at each desk. Each desk must accommodate people in wheelchairs, either public or staff.

Staff at each service point needs to be able to see the other two desks to determine whether or not help is needed at those locations.

Countertops should be durable and easily cleaned. A purse shelf and toe space at the foot of each desk should be considered for maintenance and to keep the countertop clear. Floor cushioned is critical on the staff side of each desk. Counters should be approximately 24" deep with a minimal 6' of lateral space at each staff position.

2. Staff Work Spaces

Most staff will work in the public space or in the staff workroom. Two private offices are needed to support the library manager, lead circulation staff and other staff requiring space for quiet concentration to write reports, analyze statistics or perform other tasks away from the common work space.

Workstations in the common workroom may be modular office landscaping workstations or built-in workstations. Flexibility is a prime consideration in this space, to support changing work requirements over time.

3. Storage Needs

The Library needs dedicated, secure, well organized storage space for supplies and small equipment to operate the facility as well as storage for programming. The program designates specific storage areas for several functions. These need to be respected to ensure staff productivity.

4. Volunteers

The Library uses community volunteers for a variety of functions and anticipates increasing use of volunteers over time. The program identifies volunteer work space and factors the volunteer work force into break areas and other support spaces.

G. Movable Furniture and Shelving

1. Seating and Tables

Movable furniture must be flexible and able to support reconfiguration of the public space over time. All table and lounge seating needs to accommodate laptop computer plug-in, preferably at the tabletop, rather than at floor level, for safety and user convenience.

2. Shelving

The collection will be shelved on standard, adjustable, 36" wide metal shelving, wall-mounted or freestanding, at various heights from 45" to 78", or on wide-footprint display shelving with sloping shelves. All shelving must meet State of California seismic bracing requirements. *Appendix B* listed specific shelving requirements throughout the building.

Distribute seating among the shelving areas to the extent feasible, to provide convenient seating for customers as they browse or consult the various parts of the collection.

H. Signage and Wayfinding

1. Exterior

A large-scale, high visibility sign with the name and address of the library is needed outside the building, clearly visible day or night.

Additional exterior signage is required, visible at the entrance, with the following information. This signage must be easily revised by onsite staff.

- Library service hours
- Library Internet address

2. Interior

Consistent, easily understood signage and wayfinding is needed throughout the public space. Signage must use clear, logical visual and textual hierarchies that allow visitors to find their way through the building, readily interpret signage and communicate directions to others.

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Major signs that identify service points and primary spaces need to be oriented toward the most used approach to each space and designed in coordination with the building space planning, interior finishes and reflected ceiling plan.

In keeping with space flexibility, signage must be specified for easy relocation and re-installation. Secondary signage, such as stack end signs, must be designed and specified for easy, economical revision by onsite staff.

VIII. Space Descriptions

Spaces Summary

		Square Feet	
	FIRST FLOOR		
1.1	Public Entrance/Lobby	104	
1.2	Secondhand Book Sale + Gift Shop	50	
1.3	Coffee Cart	256	
1.4	Community Information	25	435
2.1	Self Checkout and Reserves Pickup	145	
2.2	New Books Browsing Area	223	
2.3	Media Browsing Area	268	
2.4	Info/Circ Service Desk	152	788
3.1	Adult Public Access Computers	409	
3.2	Reference Collection	330	
3.3	Adult Fiction Books + Seating	974	
3.4	Adult Nonfiction Books + Seating	1,424	
3.5	International Languages Collection	82	
3.6	Magazine + Newspaper Browsing/Quiet Reading	517	
3.7	Group Study/Tutoring Room A	88	
3.8	Group Study/Tutoring Room B	88	
3.9	Teen Area	634	
3.10	Public Restrooms - First Floor (Optional)	IN GSF	4,547
4.1	Children's New Books + Media	395	
4.2	Children's Public Access Computers	164	
4.3	Children's Circulating Books + Service Desk	1,064	
4.4	Family Space/Children's Programming Area	631	
4.5	Picture Books and Readers	626	
4.6	Parents and Teachers Collection	10	
4.7	Family Restroom	IN GSF	2,890
S1.1	Sorting and Returns	254	
S1.2	Mail and Deliveries	151	
S1.3	Staff/Delivery Entrance	IN GSF	
S1.4	Staff Workroom	391	
S1.5	Library Office 1	75	
S1.6	Library Office 2	75	
S1.7	Storytelling and Programming Storage	50	
S1.8	Supplies and Equipment Storage	120	
S1.9	Computer/Telecom/Server Room	86	
S1.10	Custodial / Maintenance Services	70	
S1.11	Book Donations Sorting Space	250	1,522
	First Floor Net Assignable Square Feet:	10,181	
	First Floor Gross Square Feet @ 90% Efficiency:	11,312	

	SECOND FLOOR		
5.1	Second Floor Lobby	IN GSF	
5.2	Atascadero History	155	
5.3	Community Room	1,462	
5.4	Conference Room	300	
5.5	Meeting Room Storage / AV Equipment	180	
5.6	Public Restrooms - Second Floor	IN GSF	2,097
S2.1	Break Room/ Lockers / Coat Closet	249	
S2.2	Staff Restrooms	IN GSF	249
	Second Floor Net Assignable Square Feet:	2,346	
	Second Floor Gross Square Feet @ 75% Efficiency:	3,128	
	Total Net Assignable Square Feet:	12,527	
	Total Gross Square Feet:	14,440	

FIRST FLOOR

1.0 Entrance/Book Store/Coffee Cart

1.1 Public Entrance/Lobby

Square Feet: 104 sq ft

Target Audience: All visitors

Occupancy: 5 – 20

Functional Description:

The building entrance should be well lighted and welcoming, with easy opening doors that people of all ages and physical abilities can use. All visitors to the Library or to County offices located on the building's second floor will enter through a single entrance. Orientation and wayfinding must be clear with ample circulation space for access to both floors, to accommodate the ebb and flow of traffic especially when programs and events take place in the second floor Community Room.

The lobby will also provide immediate access to a retail space operated by the Friends of the Library, with café service and secondhand book and souvenirs for sale.

Return slots for drop-off of Library materials are needed at the entrance, accessible 24/7 whether or not the Library is open, located outside security. The slots will empty into the enclosed Sorting and Returns work space. Security portals will be installed at the inner lobby/Library entrance.

Quick-access book vending units located here will need space and appropriate power/data connections. A glass-enclosed display case will be mounted on the wall.

The primary service desk and book and media browsing areas must be visible to incoming visitors as they enter the Library. The self checkout area, with holds shelving, and the community information display should be near the entrance.

Spatial Relationships:

Direct Adjacency:

- 1.2 Secondhand Book Sale + Gift Shop
- 1.3 Coffee Cart
- S1.1 Sorting and Returns

Proximity:

- 1.4 Community Information
- 2.1 Self Checkout and Reserves Pickup

Sightline:

- 2.2 New Books Browsing Area
- 2.3 Media Browsing Area
- 2.4 Info/Circ Service Desk

1.1 Public Entrance/Lobby

Acoustics:

Conversations generated by incoming and outgoing visitors need to be buffered so that noise does not migrate into the Library space. Avoid floor surfaces that generate loud footfalls and harsh acoustical reverberation.

Lighting:

General lighting levels of 15 to 20 footcandles are required. Ensure adequate lighting over material return slots. Avoid lighting within display cabinet to prevent heat buildup.

Power/Technology:

Materials theft detection devices and book vending units have specific power/data requirements that must be coordinated with the vendor.

Environmental Conditions:

Air ventilation in the lobby needs to be zoned separately from the Library interior. Design the entrance to prevent exterior conditions such as rain and wind from intruding into the interior spaces.

Components:

Space	Quantity	Item	SF/Item	Total SF Needed
display case, glass-enclosed, wall-mounted, 5'w x 4'h x 1.5'd min	1	case	0	0
book vending kiosk, self-service, 500-book capacity	1	kiosk	40	40
media vending kiosk, self-service, 500-item capacity	1	kiosk	40	40
theft security portals	1	pair	24	24
total				104

1.2 Secondhand Book Sale + Gift Shop

Square Feet: 50 sq ft

Target Audience: All visitors

Occupancy: 5 – 15 (combined with adjacent Coffee Cart)

Functional Description:

This highly visible space will be designed for comfortable book browsing and consumption of delicious snacks and beverages. Operated by the Friends of the Library, the Shop and adjacent Coffee Cart will offer ever-changing displays of books, Library-themed keepsakes and refreshments for sale. Food and drink may be taken into the Library or to the second floor Community Room, as allowable within Library policy.

Book donations will be received at a separate Sorting Area.

Spatial Relationships:

Direct Adjacency:

- 1.1 Public Entrance/Lobby
- 1.3 Coffee Cart

Proximity:

- 5.2 Atascadero History

Sightline: None

Acoustics: This area and the adjacent Coffee Cart space will be popular and at times lively. Wall, ceiling and floor surfaces should absorb sound and cushion the space from the Library interior.

Lighting: Lighting over shelving should match lighting levels over Library stacks. Supplemental downlighting over display units should be considered.

Power/Technology: A cash register or point of sale terminal will be needed to manage purchases for both the Secondhand Shop and the Coffee Cart.

Components:

Space	Quantity	Item	SF/Item	Total SF Needed
shelving, 72" for book sale display	4	sections	10	40
display unit for Library gifts + souvenirs	1	cabinet	10	10
total				50

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1.3 Coffee Cart

Square Feet: 256 sq ft

Target Audience: All visitors

Occupancy: 5 – 15 (combined with adjacent Secondhand Book Shop)

Functional Description:

This retail space will support the Library’s role as a community gathering space, offering snacks and beverages for consumption within the immediate area and elsewhere in the building, as allowed by Library policy. The Friends will contract with an independent concessionaire who will manage services here. A freestanding coffee cart will be provided by the concessionaire. Three small café tables will be located within the area.

The entrance doors must be designed to accommodate movement of the cart in and out of the building. Electrical power and data requirements need to be coordinated with the vendor during design.

Spatial Relationships:

Direct Adjacency:

- 1.1 Public Entrance/Lobby
- 1.2 Secondhand Book Sale + Gift Shop

Proximity:

- 5.2 Atascadero History

Signline: None

Acoustics: This area and the adjacent Secondhand Shop space will be popular and at times lively. Wall, ceiling and floor surfaces should absorb sound and cushion the space from the Library interior.

Lighting: None

Power/Technology: A cash register or point of sale terminal will be needed to manage purchases for both the Shop and the Coffee Cart.

Components:

Space	Quantity	Item	SF/Item	Total SF Needed
mobile coffee cart, approx. 4' x 6' with 4 ft clearance on three sides	1	cart	112	112
queuing space	4	people	6	24
café seating @ small, round 2-person tables	6	seats	20	120
total				256

1.4 Community Information

Square Feet: 25 sq ft

Target Audience: All visitors

Occupancy: 1 - 3

Functional Description:

This space will be devoted to display and storage of community information and upcoming events. A large, wall-mounted bulletin board and integrated display rack will be located here to accommodate provide display space for posters, flyers, community publications, bus schedules and other handouts. Library staff will approve and mediate the display.

Acrylic brochure holders of varying sizes will hold copies of handouts at convenient viewing height. Enclosed, secure storage space will be located below the display.
 Additional display space in the Adult, Teen and Children's areas will be needed for library-related displays.

Spatial Relationships:

Direct Adjacency:

Proximity:
 1:1 Public Entrance/Lobby

Sightline: None

Acoustics: N/A

Lighting: Downlights above the display should be considered.

Power/Technology: N/A

Components:

Space	Quantity	Item	SF/Item	Total SF Needed
community information display unit, wall-mounted, with brochure & nsp racks, bulletin board & storage below, 5'L x 4'H x 1.5'D	1	unit	25	25
total				25

2.0 Checkout/Service Desk/Browsing

2.1 Self Checkout and Reserves Pickup

Square Feet: 145 sq ft

Target Audience: All visitors (an additional self checkout unit will be located in the Children's Area)

Occupancy: 2 – 10 (to accommodate family groups)

Functional Description:

Most customers will check out their materials themselves at the express checkout machines, independent of Library staff. The equipment consists of a workstation with an integrated barcode scanner, security desensitizer and receipt printer. The equipment needs to be near the entrance with ample circulation space for queuing and to allow family groups to gather as each family member checks out his or her items.

Each self checkout unit needs a clear work surface approximately 1.5' x 1.5' on each side to allow customers to place books, purses and other belongings while they use the device.

Mid-height shelving for materials on hold will be located adjacent to the self checkout units. This area must have comfortable circulation space to accommodate several people at once, each one retrieving his or her material on reserve.

Spatial Relationships:

Direct Adjacency:

Proximity:

1.1 Public Entrance/Lobby

Sightline:

2.4 Info/Circ Service Desk

Acoustics:

N/A

Lighting: Lighting over shelving should match lighting levels over Library stacks.

Power/Technology: N/A

Components:

Space	Quantity	Item	SF/Item	Total SF Needed
self-checkout machines	3	machines	35	105
compact printers @ SCKO	3	printers	0	0
shelving 78", for reserves	4	sections	10	40
total				145

2.2 New Books Browsing Area

Square Feet: 223 sq ft

Target Audience: Adults and Teens

Occupancy: 4 - 12

Functional Description:

This space will be one of the busiest, most visited areas of the Library. Many visitors will enter the Library, make a beeline for the display shelves here, browse until they find a title that interests them, go to the self checkout machines and exit the building. The area needs to be visible from the entrance, with excellent lighting and generous circulation space that draws customers in and allows them to browse without impeding traffic flow.

New and high interest hardback and paperback books will be displayed here on slanted, bookstore-like shelving units and standard shelving. Slatwall end panels will maximize the display potential of the space.

The media browsing area will be immediately adjacent to cluster the high-demand browsing collections into one area.

Spatial Relationships:

Direct Adjacency:

2.3 Media Browsing Area

Proximity: None

Sightline:

1.1 Public Entrance/Lobby

2.4 Info/Circ Service Desk

Acoustics: N/A

Lighting: Lighting over shelving should meet recommended lighting levels in Section VII.

Power/Technology: N/A

Components:

Space	Quantity	Item	SF/Item	Total SF Needed
shelving, retail display, 3' x 6' x 66", for new and popular books, slatwall display @ either end	2	units	65	130
shelving, 66", for paperbacks	9	sections	10.3	93
total				223

2.3 Media Browsing Area

Square Feet: 268 sq ft

Target Audience: Adults, Teens, Family Groups

Occupancy: 6 - 18

Functional Description:

This area, like New Books Browsing, will be a popular destination for many visitors. It needs to be visible from the entrance will generous circulation space. Browsing collections of DVDs, audiobooks, music CDs and video games will be displayed here on mid-height shelving. Media for children will be shelved in the Children's Area. Families will foter browse in both areas.

Spatial Relationships:

Direct Adjacency:

- 2.2 New Books Browsing Area

Proximity: None

Sightline:

- 1.1 Public Entrance/Lobby
- 2.4 Info/Circ Service Desk

Acoustics: N/A

Lighting: Lighting over shelving should meet recommended lighting levels in Section VII.

Power/Technology: N/A

Components:

Space	Quantity	Item	SF/Item	Total SF Needed
shelving, 78" for DVDs	14	sections	10.3	144
shelving, 66" browse bins for music CDs	3	sections	10.3	31
shelving, 78" for audiobooks on CD	8	sections	10.3	82
shelving, 78" for video games	1	section	10.3	10
total				268

2.4 Info/Circ Service Desk

Square Feet: 152 sq ft

Target Audience: Visitors who need assistance using Library resources

Occupancy: 1 - 4

Functional Description:

This area will be a primary focal point for public/staff interaction. While the Library space needs to be organized to allow customers to find their way independent of staff, it is important that visitors can find staff as they enter the building, if needed. The desk must be prominently located in relation to the entrance and strategically positioned to enable staff to offer help. Ancillary, one-person service points are also needed in the Children's and Adult/Teen areas, as well, although the main service desk is the only service point staffed continuously while the Library is open.

Staff at this location will keep an eye on activity at the self checkout stations, holds shelving and the entrance, ready to assist when needed. In addition, visitors may discuss their Library accounts here, pay fines, borrow a laptop computer for in-library use or reserve time at a public access computer.

Each staff position at the desk will include a computer, telephone handset and slotted storage for forms and handouts. A printer will be shared between the two positions, located behind or under the desk counter. Staff will not check-in and process returned materials here; instead, an enclosed Sorting and Returns area will be located adjacent to the lobby so that visitors may drop off materials as they enter the building.

In the new building staff will be mobile, moving through the public space to assist the public as needed. The desk must be compact and yet have sufficient space to allow staff to quickly and easily move from behind the desk to the public area and back. At the same time, visitors must perceive and respect the area behind the desk as 'staff-only' space.

Lighting over the desk counter needs to be strong and consistent, without glare or direct daylight, to support comfortable reading and viewing of print and computer screens. Ergonomic and accessibility design principles are critical to the desk design. The counter must accommodate customers and staff in wheelchairs. Ample clear counter space is essential at each position.

Staff will check out laptop computers for in-library from this service point. Space for a secure laptop storage/recharging station is needed behind the desk.

Clear sightlines are needed between this service point and the ancillary service desks in Children's and Adult/Teen areas. The public access computers in both Children's and Adult/Teen areas should be somewhat near this desk for staff oversight and to facilitate staff assistance. At times, this will be the sole location of Library staff in the public area. Therefore, optimal visibility from this point to most public areas is highly desirable.

2.4 Info/Circ Service Desk

Spatial Relationships:

Direct Adjacency: None

Proximity:

- 3.1 Adult Public Access Computers
- S1.4 Staff Workroom

Sightline:

- 1.1 Public Entrance/Lobby
- 2.1 Self Checkout and Reserves Pickup
- 2.2 New Books Browsing Area
- 2.3 Media Browsing Area
- 3.3 Adult Fiction Books + Seating
- 3.4 Adult Nonfiction Books + Seating
- 3.6 Magazine + Newspaper Browsing/Quiet Reading
- 3.7 Group Study/Tutoring Room A
- 3.8 Group Study/Tutoring Room B
- 3.9 Teen Area
- 3.10 Public Restrooms - First Floor
- 4.3 Children's Circulating Books + Service Desk

Acoustics:

Activity here will often be brisk and sometimes noisy. Use building finishes that minimize noise spillage into the rest of the Library.

Lighting:

Provide 40 – 50 foot-candles average, measured horizontally at the counter top, carefully coordinated with computer screen locations, to minimize glare. Consider supplemental lighting over the counter, as needed, to allow sufficient lighting levels.

Power/Technology:

Provide standard power-data outlets at each position, conveniently mounted under the counter, with effective wire management that prevents the appearance of loose cables or wiring on the counter or behind the desk. Provide dedicated power outlets for laptop recharging. Include power/data for a POS workstation or electronic cash register.

Components:

Space	Quantity	Item	SF/Item	Total SF Needed
staff counter positions with computer workstations (1 circ, 1 info)	2	positions	40	80
cash register behind desk	1	machine	6	6
laptop storage/recharging station, 10-laptop capacity	1	storage unit	6	6
book truck parking	1	truck	8	8
shelving, wall-mounted, 78" h, for secure reserves	1	section	9	9
shelving, 45" for ready reference books	2	sections	9	18
computer, reservation station	1	wkstn	25	25
total				152

3.0 Adult and Teen Spaces

3.1 Adult Public Access Computers

Square Feet: 409 sq ft

Target Audience: Adults and Teens

Occupancy: 11 - 22

Functional Description:

Many customers will visit the building to use the Library's public access computers. Both desk top and laptop workstations will be available. In this area, ten desk top will be clustered as well as a networked printer and a downloading/docking workstation. Users will reserve time at a computer at a reservation workstation located at the service desk.

Generous clear work surface space is needed at each workstation as well as sufficient lateral space to allow two individuals to sit side by side facing the monitor. At a minimum, one workstation needs to offer print enlargement and other accessibility features. The design team needs to consult with the County Library IT staff during design to obtain specific dimensions and specifications for all computer equipment in use in the building, to ensure that power/data distribution will accommodate the equipment.

Library staff will need to help users in this area on a continuing basis. The layout must accommodate this need.

Spatial Relationships:

Direct Adjacency: None

Proximity:
2.4 Info/Circ Service Desk

Sightline: None

Acoustics: Building finishes here need to mitigate machine and keyboard noise generated by the computers.

Lighting: Ensure that lighting (daylighting and artificial) in this area does not create screen glare or interfere with screen visibility.

Power/Technology: Provide a separate data jack for each workstation, preferably integrated into the computer tables.

Other Issues: Computer equipment can generate heat build-up when grouped. Ensure that the space is zoned to accommodate this condition.

3.1 Adult Public Access Computers

Components:

Space	Quantity	Item	SF/Item	Total SF Needed
computer workstations, sitdown	10	wkstns	35	350
networked printers/print release station	1	printer	24	24
download/docking station	1	wkstn	35	35
total				409

3.2 Reference Collection

Square Feet: 330 sq ft

Target Audience: All visitors

Occupancy: 2 - 8

Functional Description:

This space includes the Library's collection of print reference books, seating for customers while they use reference material, a secondary service point staffed regularly but not all hours the Library is open, books and pamphlets about the history of Atascadero and copier area.

Clear line of sight is required between the desk here and the main service desk.

Spatial Relationships:

Direct Adjacency: None

Proximity: None

Sightline: None

Acoustics: Use building finishes that minimize noise spillage into the rest of the Library.

Lighting: Ensure excellent lighting levels at seating as well as at the desk.

Power/Technology: Provide dedicated power for the copier equipment. Confirm the copier specifications with Library staff during design.

Components:

Space	Quantity	Item	SF/Item	Total SF
seating @ 2-place tables	4	seats	25	100
shelving, 66", for adult reference books	12	sections	10.3	124
shelving, 66", for children's reference books	2	section	10.3	21
copy machine, standard	1	machine	25	25
debit card dispenser, change machine	1	each	4	4
storage cabinet with work counter + small equipment (e.g., stapler)	1	cabinet	16	16
shelving, 78", for local history titles	1	section	10.3	10
lateral files, 4-drawer unit, for local history archives	2	cabinets	15	30
total				330

3.3 Adult Fiction Books + Seating

Square Feet: 974 sq ft

Target Audience: Adults and Teens

Occupancy: 8 - 20

Functional Description:

Adult fiction books will be shelved here as well as in the Browsing Area, on 78" high standard metal shelving. Slatwall display on stack end panels are needed to allow spot-highlighting of the collection. Mysteries, science fiction, general fiction, large print books and other genres should be clearly identified by signage mounted on end panels.

An online catalog will be located on a compact shelf at the end of one stack range for convenient catalog lookups.

Table and lounge seating will be located adjacent to the shelves for the convenient of fiction browsers.

Spatial Relationships:

Direct Adjacency:

- 3.4 Adult Nonfiction Books + Seating
- 3.5 International Languages Collection

Proximity: None

Sightline:

- 2.4 Info/Circ Service Desk

Acoustics: This area is intended for quiet browsing and reading. Locate book stacks to buffer seating from more active areas.

Power/Technology: Each seat needs access to electrical power for laptop and other digital device plug-in, integrated into the furniture or similarly located to ensure safety. Wireless network access is needed throughout the public space. Power and data must be integrated into the shelving to support the stack-end online catalog.

Components:

Space	Quantity	Item	SF/Item	Total SF Needed
shelving, 78" for fiction	35	sections	10.3	361
shelving, 78" for genre fiction	14	sections	10.3	144
shelving, 78" for large print books	12	sections	10.3	124
online catalog workstation @ stack end	1	wkstn	6	6
seating @ 2- or 4-place tables	8	seats	25	200
seating, lounge chairs	4	seats	35	140
tables, occasional @ lounge chairs	1	table	0	0
total				974

3.4 Adult Nonfiction Books + Seating

Square Feet: 1,424 sq ft

Target Audience: Adults and Teens

Occupancy: 10 - 30

Functional Description:

Adult nonfiction books will be shelved here as well as in the Browsing Area, on 78" high standard metal shelving. Slatwall display on stack end panels are needed to allow spot-highlighting of the collection. Signage mounted on end panels should clearly identified each portion of the collection.

An online catalog will be located on a compact shelf at the end of one stack range for convenient catalog lookups.

Study tables, a work counter for laptop users and lounge seating will be located adjacent to the shelves.

Spatial Relationships:

Direct Adjacency:

3.3 Adult Fiction Books + Seating

Proximity: None

Sightline:

2.4 Info/Circ Service Desk

Acoustics: This area is intended for quiet reading and study. Locate book stacks to buffer seating from more active areas.

Power/Technology: Each seat needs access to electrical power for laptop and other digital device plug-in, integrated into the furniture or similarly located to ensure safety. Wireless network access is needed throughout the public space. Power and data must be integrated into the shelving to support the stack-end online catalog.

Components:

Space	Quantity	Item	SF/Item	Total SF Needed
shelving, 78" for adult nonfiction, biographies	59	sections	10.3	608
shelving, 78" for oversize books	1	section	10.3	10
online catalog workstation @ stack end	1	wksln	6	6
seating @ 2- or 4-place tables	16	seats	25	400
seating @ lounge chairs	8	seats	35	280
tables, occasional @ lounge chairs	1	table	0	0
work counter for laptop users	6	counter seats	20	120
Total				1,424

3.5 International Languages Collection

Square Feet: 82 sq ft

Target Audience: Adults, teens and family groups seeking materials in languages other than English

Occupancy: 2 - 6

Functional Description:

Books and AV media in languages other than English will be shelved here. Adjacency to Adult Fiction is recommended to provide nearby access to seating.

Children's material in other languages will be shelved in the Children's Area.

Spatial Relationships:

Direct Adjacency:

3.3 Adult Fiction Books + Seating

Proximity: None

Sightline: None

Acoustics: N/A

Power/Technology: N/A

Components:

Space	Quantity	Item	SF/Item	Total SF Needed
shelving, 78", for International language books	4	sections	10.3	41
shelving, 78", for International languages DVDs	1	section	10.3	10
shelving, 66" for International languages music compact discs	1	section	10.3	10
shelving, 78", for language learning books	1	section	10.3	10
shelving, 78", for ESL & Language learning materials	1	section	10.3	10
Total				82

3.6 Magazine + Newspaper Browsing/Quiet Reading

Square Feet: 517 sq ft

Target Audience: Adults (primary audience); Teens (secondary audience)

Occupancy: 6 - 16

Functional Description:

This area is envisioned as a comfortable space for casual reading with a "living room" ambience. Individual tables and lounge chairs for newspaper and magazine reading will be located here alongside browsing shelves for these collections.

The area should be separate from high traffic or active areas. Views to the exterior from this spaces are highly desirable.

Spatial Relationships:

Direct Adjacency: None

Proximity: None

Sightline:

2.4 Info/Circ Service Desk

Distance from: Noisy areas of building

Acoustics: This area is intended for quiet reading and study. Locate book stacks to buffer seating from more active areas.

Power/Technology: Each seat needs access to electrical power for laptop and other digital device plug-in, integrated into the furniture or similarly located to ensure safety. Wireless network access is needed throughout the public space.

Components:

Space	Quantity	Item	SF/Item	Total SF Needed
shelving, slanted, 84" for magazine current issue display	6	sections	10.3	62
shelving 84" for magazine backfiles in pan boxes	1	sections	10.3	10
shelving, 84" w plexi inserts for newspaper current issue display + backfiles	1	section	10.3	10
seating @ 1-place tables	9	seats	25	225
seating, lounge chairs	6	seats	35	210
total				517

3.7 Group Study/Tutoring Room A

Square Feet: 88 sq ft

Target Audience: Adults and Teens in small groups

Occupancy: 2 - 4

Functional Description:

This room will provide acoustically enclosed space in which small groups – students, committees, book discussion groups, tutoring pairs and others – may work collaboratively without disturbing other visitors.

The room must be soundproof, outfitted with a conference table and conference chairs and provide wireless network access.

Visibility into the room is essential. At minimum, one wall separating the room from the main public space needs to be glass enclosed from a height on 36" to ceiling height. In addition, the room should be located directly adjacent to a main circulation path within the Adult area. Proximity to the Teen Area is highly desirable since teens will often need collaborative study space.

Spatial Relationships:

Direct Adjacency: Main path of travel within the public space.

Proximity:
 3.9 Teen Area

Sightline:
 2.4 Info/Circ Service Desk

Acoustics: Building and furniture finishes should absorb sound and enhance the room's acoustical qualities. The room should be designed to allow minimal noise spillage into adjacent spaces.

Power/Technology: The room needs access to electrical power for laptop and other digital device plug-in. Wireless network access is needed within the room as well as throughout the public space.

Components:

Space	Quantity	Item	SF/Item	Total SF Needed
table, conference	1	table	0	0
seating @ 4-place conference table	4	seats	22	88
total				88

3.8 Group Study/Tutoring Room B

Square Feet: 88 sq ft

Target Audience: Adults and Teens in small groups

Occupancy: 2 - 4

Functional Description:

This room will provide acoustically enclosed space in which small groups – students, committees, book discussion groups, tutoring pairs and others – may work collaboratively without disturbing other visitors.

The room must be soundproof, outfitted with a conference table and conference chairs and provide wireless network access.

Visibility into the room is essential. At minimum, one wall separating the room from the main public space needs to be glass enclosed from a height on 36" to ceiling height. In addition, the room should be located directly adjacent to a main circulation path within the Adult area. Proximity to the Teen Area is highly desirable since teens will often need collaborative study space.

Spatial Relationships:

Direct Adjacency: Main path of travel within the public space.

Proximity:
 3.9 Teen Area

Sightline:
 2.4 Info/Circ Service Desk

Acoustics: Building and furniture finishes should absorb sound and enhance the room's acoustical qualities. The room should be designed to allow minimal noise spillage into adjacent spaces.

Power/Technology: The room needs access to electrical power for laptop and other digital device plug-in. Wireless network access is needed within the room as well as throughout the public space.

Components:

Space	Quantity	Item	SF/Item	Total SF Needed
table, conference	1	table	0	0
seating @4-place conference table	4	seats	22	88
Total				88

3.9 Teen Area

Square Feet: 634 sq ft

Target Audience: Teens (primarily 11 – 15 years of age)

Occupancy: 8 - 16

Functional Description:

Many teens and pre-teens will use the Library, both individually and in groups. While they will be encouraged to use the entire facility, it will be important to provide space that they recognize as “their own”, with a teen-centric ambience and furnishings - a space that lets teens know they are welcome.

The space will include books and AV media for teens, seating and computers earmarked for this audience. Wall display and other interior features are needed to give visual cues to teens and to adults that this space is their special area.

Proximity to the group study rooms is highly desirable since teens will often need to work together in small groups.

Spatial Relationships:

Direct Adjacency: None

Proximity:

3.7 Group Study/Tutoring Room A

3.8 Group Study/Tutoring Room B

Sightline:

2.4 Info/Circ Service Desk

Acoustics: A somewhat higher level of ambient noise will be tolerated here. Acoustical treatment of the interior is therefore essential, to contain noise spillage.

Power/Technology: Each seat needs access to electrical power for laptop and other digital device plug-in, integrated into the furniture or similarly located to ensure safety. Wireless network access is needed throughout the public space.

3.9 Teen Area

Components:

Space	Quantity	Item	SF/Item	Total SF Needed
shelving, 3' x 6' x 66", retail display, for teen new and popular books	0.7	unit	65	45
shelving, 78", for teen hardback fiction	3	sections	10.3	31
shelving, 78" for teen nonfiction	3	sections	10.3	31
shelving, 78" for teen paperback	4	sections	10.3	41
shelving, 78" for teen graphic novels	4	sections	10.3	41
shelving, slanted, 84" for magazine current issue display	1	section	10.3	10
shelving, 78" for teen DVDs	1	section	10.3	10
shelving, 78" for teen audiobooks	1	section	10.3	10
shelving, 78" for teen video games	1	section	10.3	10
online catalog workstation @ stack end	1	wkstn	6	6
computer workstations, sit-down	2	wkstns	35	70
networked printers/print release station	1	printer	24	24
seating @ 4-person round tables or diner booths	8	seats	22	176
casual seating/window seats	4	seats	16	64
laptop/study counter seating	4	seats	16	64
wall-mounted display boards	2	boards	0	0
total				634

3.10 Public Restrooms – First Floor

Square Feet: in GSF

Target Audience: All visitors

Occupancy: Must meet local code requirements

Functional Description:

Restrooms must be designed for durability, ease of maintenance and resistance to vandalism. Fixtures should be wall-mounted or counter-mounted and cubicle partitions should be ceiling-mounted. Floor and wall covering should be ceramic tile. Sloping floors and floor drains are essential.

Waste receptacles should be recessed and/or wall-mounted. Soap dispensers should be located directly over sinks to catch soap leaks and prevent water drips on the floor. Install paper towel dispensers and a baby changing counter in both men's and women's restrooms, and parcel/purse shelves in each stall.

Ensure effective acoustic separation and sufficient ventilation of the restrooms from other occupied areas of the building.

Avoid single-use public restrooms, with the exception of a family restroom that serves parents and children.

Spatial Relationships:

Direct Adjacency: None

Proximity: None

Sightline:
2.4 Info/Circ Service Desk

Acoustics: Ensure effective acoustic separation of restrooms from other occupied areas of the building.

Power/Technology: N/A

4.0 Children's Spaces

4.1 Children's New Books + Media

Square Feet: 395 sq ft

Target Audience: Children and families

Occupancy: 12 - 30

Functional Description:

This area will be a lively, welcoming introduction to the Library's space for children and their families. New and popular children's books, magazines for children and AV media will be displayed here, partly on retail-type browsing units and partly on mid-height standard metal shelving. Slatwall display end panels on all shelving will maximize display potential throughout the space.

Wide aisles between shelving units and generous circulation space is needed to accommodate family groups, strollers and informal conversations.

Spatial Relationships:

Direct Adjacency: None

Proximity: None

Sightline:
 4.3 Children's Circulating Books + Service Desk

Acoustics: The area needs to contain noise spillage as much as possible through sound absorbing building finishes.

Power/Technology: N/A

Components:

Space	Quantity	Item	SF/Item	Total SF Needed
shelving, 3' x 6' x 66", retail display for children's new books	1	unit	65	65
shelving, 66", for paperbacks	15	sections	10.3	155
shelving, slanted, 66" for magazine current issue display	1	section	10.3	10
shelving, 66" for J DVDs	6	sections	10.3	62
shelving, 66" AV browsing for J music CDs	2	sections	10.3	21
shelving, 66" for J audio books on CD	5	sections	10.3	52
shelving, 66" for J media kits	3	sections	10.3	31
total				395

4.2 Children's Public Access Computers

Square Feet: 164 sq ft

Target Audience: Children and their parents and caregivers

Occupancy: 3 - 6

Functional Description:

Three computers for children will be located here as well as a networked printer and a self checkout machine. The area needs to be easily monitored from the Children's Services Desk and, if possible from the main service desk. Work surfaces at each computer should be generous to allow the use of notebooks and other study materials while online.

Two people should be able to sit side by side at each workstation to allow a parent and child or two children to work together.

Spatial Relationships:

Direct Adjacency: None

Proximity: None

Sightline:
 4.3 Children's Circulating Books + Service Desk

Acoustics: Building finishes here need to mitigate machine and keyboard noise generated by the computers.

Lighting: Ensure that lighting (daylighting and artificial) in this area does not create screen glare or interfere with screen visibility.

Power/Technology: Provide a separate data jack for each workstation, preferably integrated into the computer tables.

Components:

Space	Quantity	Item	SF/Item	Total SF Needed
computer workstations, sitdown	3	wkstns	35	105
networked printer/print release station	1	printer	24	24
self-checkout machine	1	machine	35	35
compact printer @ SCKO	1	printer	0	0
total				164

4.3 Children's Circulating Books + Service Desk

Square Feet: 1,064 sq ft

Target Audience: Children (primarily ages 6 to 11) and families

Occupancy: 12 - 36

Functional Description:

This area will include the children's book collection located on 66" high shelving as well as study seating. This will be the primary location for elementary school age students to do school assignments and read while in the building.

An online catalog will be located on a compact shelf at the end of one stack range for convenient catalog lookups.

Spatial Relationships:

Direct Adjacency: None

Proximity: None

Sightline:

- 2.4 Info/Circ Service Desk
- 4.1 Children's New Books + Media
- 4.2 Children's Public Access Computers
- 4.4 Family Space/Children's Programming Area
- 4.5 Picture Books and Readers
- 4.7 Family Restroom

Acoustics: This area is intended for quiet study and reading. Locate book stacks to buffer seating from more active areas.

Power/Technology: Each seat needs access to electrical power for laptop and other digital device plug-in, integrated into the furniture or similarly located to ensure safety. Wireless network access is needed throughout the public space. Power and data must be integrated into the shelving to support the stack-end online catalog.

Components:

Space	Quantity	Item	SF/Item	Total SF Needed
children's service desk, 1-place	1	desk	40	40
shelving, 66" for J fiction	22	sections	10.3	227
shelving, 66" for J large print	2	section	10.3	21
shelving, 66" for J nonfiction/biography	29	sections	10.3	299
shelving, 66" for J holiday books	3	section	10.3	31
shelving, 66" for J International languages FINF/picture books	4	sections	10.3	41
online catalog workstation @ stack end	1	wksln	6	6
seating @ 2-person tables	16	seats	25	400
total				1,064

4.4 Family Space/Children's Programming Area

Square Feet: 631 sq ft

Target Audience: Children (primarily ages 0 – 5) and families

Occupancy: 8 - 20

Functional Description:

This area will be a multipurpose space. At times, it will serve as a comfortable reading and play area for families with toddlers and preschoolers. At other times, Library staff will present programs and events for children and their families here. The furniture must be mobile and lightweight for easy reconfiguration of the space and the space itself should be located to minimize noise spillage into other areas.

The Play and Learn early literacy center will be a major destination for many children. This interactive feature needs plenty of circulation space to accommodate the children who will use it.

Two computer workstations with educational games for children will also be located here.

Spatial Relationships:

Direct Adjacency:

- 4.5 Picture Books and Readers
- 4.7 Family Restroom
- S1.7 Storytelling and Programming Storage

Proximity: None

Sightline:

- 4.3 Children's Circulating Books + Service Desk

Acoustics: The area needs to contain noise as much as possible through the use of sound absorbing finishes.

Power/Technology: Dedicated power and data outlets are needed for the computers, for programming equipment. Confirm the power/data requirements of the Play and Learn Center with Library staff during design.

Components:

Space	Quantity	Item	SF/Item	Total SF Needed
lounge seating, mobile, for parents + children	2	chairs	35	70
seating @ 4-person mobile toddler tables, round	8	seats	22	176
computer workstations, sitdown, child-height, 2 seats each	2	wkstns	35	70
cabinet for puzzle and toy storage	1	cabinet	15	15
clear space for storytelling	1	space	100	100
Play and Learn Islands	2	units	100	200
total				631

4.5 Picture Books and Readers

Square Feet: 626 sq ft

Target Audience: Children (primarily ages 0 – 5) and families

Occupancy: 8 – 24 (before and after storytelling programs)

Functional Description:

Books for children ages 0 to 5 will be located here, on low and mid-height shelving (45" and 66" high). The area needs to be adjacent to the Family Space as the two areas will be used in tandem by families with young children. Comfortable seating throughout the space is needed to allow parents and children to read together.

Good sightlines from the Children's desk to this space are especially important. The areas should be organized to "contain" its users, distant from the public entrance, for the safety of the children who visit here.

Spatial Relationships:

Direct Adjacency:

- 4.4 Family Space/Children's Programming Area
- 4.6 Parents and Teachers Collection

Proximity: None

Sightline:

- 4.3 Children's Circulating Books + Service Desk

Acoustics: The area needs to contain noise as much as possible through the use of sound absorbing finishes.

Power/Technology: N/A

Components:

Space	Quantity	Item	SF/Item	Total SF Needed
shelving, 45" for picture books	29	sections	10.3	299
shelving, 66" for readers	4	sections	10.3	41
seating @ 4-person toddler tables, round	8	seats	22	176
window seating	2	seats	20	40
parent/child armchairs	2	seats	35	70
Total				626

4.6 Parents and Teachers Collection

Square Feet: 10 sq ft

Target Audience: Parents and teachers

Occupancy: 1 - 2

Functional Description:

This area will highlight books, magazines and possibly AV media on child care, early literacy and other topics of interest to parents and teachers. A wall-mounted display board is needed as well for posting upcoming events and announcements.

Spatial Relationships:

Direct Adjacency:

4.5 Picture Books and Readers

Proximity: None

Sightline: None

Acoustics: N/A

Power/Technology: N/A

Components:

	Quantity	Item	SF/Item	Total SF Needed
Space				
shelving, 66" for parent/teacher collection	1	section	10.3	10
wall-mounted display board for posting announcements	1	board	0	0
total				10

4.7 Family Restroom

Square Feet: in GSF

Target Audience: Children and families

Occupancy: 1 - 2

Functional Description:

This will be a single occupancy restroom available to children and parents adjacent to the Children's Area.

Spatial Relationships:

Direct Adjacency:

4.4 Family Space/Children's Programming Area

Proximity: None

Sightline:

4.3 Children's Circulating Books + Service Desk

Acoustics: Ensure effective acoustic separation of restrooms from other occupied areas of the building.

Power/Technology: N/A

S1.0 Staff and Volunteer Work Spaces

S1.1 Sorting and Returns

Square Feet: 254 sq ft

Target Audience: Library staff

Occupancy: 2 - 3

Functional Description:

In this enclosed space, staff will receive, check in and sort books, magazines and AV media that customers return to the Library. Public access to the return slots is needed at all hours, whether or not the building is open. If possible, three slots are needed with 24/7 access – one each for adult books, children's books and AV media. An additional slot within the lobby is needed for drop-off during poor weather.

The return slots will empty directly into mobile, ergonomic bins within the Sorting and Returns space. Staff will empty the bins and check in the returned materials at check-in stations located in the room, then place checked-in items on book trucks also located in the room.

Shelving staff will move filled trucks into the public area frequently and bring empty trucks back into the space.

The return slots must be engineered to prevent vandalism. The room should be enclosed and/or the area immediately adjacent to the return drops should be fire-rated in accordance with local code ordinances.

Consider heavy duty corner and wall guards in this area to protect the interiors and door frames from damage from the constant movement of book trucks.

Mail and Library System deliveries will be dropped off and picked up in a separate Mail and Deliveries area.

Spatial Relationships:

Direct Adjacency:

1.1 Public Entrance/Lobby

Proximity:

Sightline:

None

Acoustics:

Customers will return materials to this space on a continual basis and staff will move book trucks in and out of the space all day long. The area must be acoustically buffered to keep noise from intruding into the surrounding public spaces. In addition, the space itself must be acoustically treated to ensure working conditions within the room are sustainable.

S1.1 Sorting and Returns

Power/Technology: Provide power and data connections for two computer workstations within the space.

Components:

Space	Quantity	Item	SF/Item	Total SF Needed
return bins, linked to exterior return slots	3	bins	8	24
return bins, linked to interior return slot	1	bin	8	8
staff workstations for returns + check-ins, 6' x 6'	2	workstations	25	50
book truck parking	12	trucks	8	96
clear space for sorting/marshalling trucks	1	space	40	40
shelving, 84" for damaged items and temporary storage	2	sections	10	20
spare return bins	2	bins	8	16
total				254

S1.2 Mail and Deliveries

Square Feet: 151 sq ft

Target Audience: Library staff, delivery drivers, service/repair vendors

Occupancy: 1 - 3

Functional Description:

This area will be directly adjacent to the Staff/Delivery entrance and will be used repeatedly each day. County Library deliveries will arrive daily to drop off and pick up shipments of requested materials, new books and media, supplies and other items sent to/from other Library locations. In addition, U.S. Postal Service, Fedex and other couriers will delivery and pick up at this location.

Adequate receiving space and sorting space on ergonomically appropriate tables or counters are essential. A dedicated mail sorting counter with multiple cubby holes located above counter height will be located here, as well.

Spatial Relationships:

Direct Adjacency: None

Proximity:

- S1.3 Staff/Delivery Entrance
- S1.4 Staff Workroom
- S1.11 Book Donations Sorting Space

Sightline: None

Acoustics: N/A

Power/Technology: Provide power and data outlets at countertop height.

Components:

Space	Quantity	Item	SF/Item	Total SF Needed
mail + delivery sorting counter, 5' x 2.5'	1	counter	30	30
delivery bag sorting space (20 bags on work tables)	2	tables	30	60
book truck parking	4	trucks	8	32
clear floor space for receiving + unpacking shipments	1	space	25	25
trash container, large	1	unit	4	4
total				151

S1.3 Staff/Delivery Entrance

Square Feet: in GSF

Target Audience: Library staff, delivery drivers, service/repair vendors, book donation volunteers

Occupancy: 1 - 2

Functional Description:

This secure entrance needs to be separate from the public entrance to provide a dedicated entrance into the building for Library staff, delivery personnel, service and repair personnel, book donors and Friends of the Library volunteering to accept donations.

The entrance must be at grade to ensure that deliveries and outgoing shipments can be loaded and unloaded with minimal exertion. A canopy is needed over the doorway to protect shipments during inclement weather. The canopy must be high enough to accommodate County Library delivery vehicles without exposing shipments to the elements.

The entrance must be well lighted and equipped with a doorbell to allow someone outside the facility to alert staff of their presence. Discuss the location and logistics of the doorbell with Library staff during design.

The building intrusion alarm controls may also be located here.

Spatial Relationships:

Direct Adjacency: S1.2 Mail + Delivery

Proximity:

S1.3 Staff/Delivery Entrance

S1.4 Staff Workroom

S1.11 Book Donations Sorting Space

Sightline:

Acoustics: N/A

Power/Technology: Doorbell delivery alert equipment is required. Building intrusion security system controls may also be located here.

S1.4 Staff Workroom

Square Feet: 391 sq ft

Target Audience: Library staff

Occupancy: 2 - 6

Functional Description:

Library staff will spend most of their time in the public space, helping customers use the Library, conducting programs and managing collections and equipment. This work area will be an enclosed area in which staff can perform tasks and activities they cannot effectively complete in the public space, such as processing new materials, checking in print magazines or mending damaged materials.

The workstations here will be assigned to staff with ongoing duties that require a desk. There will also be a work table for common use and a work counter with a sink and storage above and below.

Excellent task lighting as well as adequate ambient lighting levels are critical in this space.

Spatial Relationships:

Direct Adjacency:

- S1.5 Library Office 1
- S1.6 Library Office 2
- S1.8 Supplies and Equipment Storage

Proximity:

- 2.4 Info/Circ Service Desk
- S1.2 Mail and Deliveries
- S1.3 Staff/Delivery Entrance
- S1.9 Computer/Telecom/Server Room

Sightline: None

Acoustics: N/A

Power/Technology: Data and voice drops are required at each workstation.

S1.4 Staff Workroom

Components

Space	Quantity	Item	SF/Item	Total SF Needed
workstations for AA staff, 6' x 6' + 20% circ space	6	wkstns	43	259
work table	1	table	30	30
shelving, 84"	4	sections	9	36
bulletin board, white board, wall-mounted	2	boards	0	0
work counter w sink, cabinets above +below, 6' x 2.5'	1	counter	30	30
flat file, 10-drawer, for posters + craft supplies, w work surface above	1	file	36	36
networked printer, @ shared workstation	1	printer	incl above	0
total				391

S1.5 Library Office 1

Square Feet: 75 sq ft

Target Audience: Library staff

Occupancy: 1 - 2

Functional Description:

Staff needs enclosed office space in which lead staff can perform tasks requiring concentration, write reports, gather and analyze statistics and hold private conversations or small meetings with other staff. This space should be adjacent to the Staff Workroom with a desk, task chair, computer, printer, guest chair, wall-mounted shelving and lateral file.

Spatial Relationships:

Direct Adjacency:
 S1.4 Staff Workroom

Proximity: None

Sightline: None

Acoustics: The office must be acoustically enclosed to allow the occupant/s to concentrate and to ensure that conversations held here are confidential.

Power/Technology: Power/data connections are required for the computer, printer and telephone at the desk.

Components:

Space	Quantity	Item	SF/Item	Total SF Needed
desk with computer, printer and task chair	1	desk	50	50
chair, guest	1	chair	0	0
shelving, 84", wall-mounted	1	section	10	10
lateral file, 3-drawer unit	1	cabinet	15	15
total				75

S1.6 Library Office 2

Square Feet: 75 sq ft

Target Audience: Library staff

Occupancy: 1 - 2

Functional Description:

Staff needs enclosed office space in which lead staff can perform tasks requiring concentration, write reports, gather and analyze statistics and hold private conversations or small meetings with other staff. This space should be adjacent to the Staff Workroom with a desk, task chair, computer, printer, guest chair, wall-mounted shelving and lateral file.

Spatial Relationships:

Direct Adjacency:

S1.4 Staff Workroom

Proximity: None

Sightline: None

Acoustics: The office must be acoustically enclosed to allow the occupant/s to concentrate and to ensure that conversations held here are confidential.

Power/Technology: Power/data connections are required for the computer, printer and telephone at the desk.

Components:

Space	Quantity	Item	SF/Item	Total SF Needed
desk with computer, printer and task chair	1	desk	50	50
chair, guest	1	chair	0	0
shelving, 84", wall-mounted	1	section	10	10
lateral file, 3-drawer unit	1	cabinet	15	15
total				75

S1.7 Storytelling and Programming Storage

Square Feet: 50 sq ft

Target Audience: Library staff

Occupancy: 1 - 2

Functional Description:

This secure space will provide secure storage for the storytelling collection and for children's programming supplies and props. Both standard metal and deep industrial shelving are needed.

Easy access to and from the Family Space/Children's Programming Area is required.

Spatial Relationships:

Direct Adjacency:

4.4 Family Space/Children's Programming Area

Proximity: None

Sightline: None

Acoustics: N/A

Power/Technology: N/A

Components:

Space	Quantity	Item	SF/Item	Total SF Needed
shelving, industrial, 80" for puppets, programming props	4	sections	10	40
shelving, 84" for programming book collection	1	section	10	10
total				50

S1.8 Supplies and Equipment Storage

Square Feet: 120 sq ft

Target Audience: Library staff

Occupancy: 1 - 2

Functional Description:

This storage area will permit convenient storage of office and mending supplies, equipment, forms and handouts, computer and copy machine supplies and other items needed for Library operations. Shelving and clear floor space are both needed.

The meeting room, children's programming area and custodial supplies will have separate, dedicated storage spaces elsewhere in the building.

Spatial Relationships:

Direct Adjacency:

S1.4 Staff Workroom

Proximity: None

Sightline: None

Acoustics: N/A

Power/Technology: TBD

Components:

Space	Quantity	Item	SF/Item	Total SF Needed
Shelving, 84", for Library supplies	8	sections	10	80
clear floor space for box storage	1	space	40	40
total				120

S1.9 Computer/Telecom/Server Room

Square Feet: 86 sq ft

Target Audience: Library staff, IT staff

Occupancy: 1 - 2

Functional Description:

This room will provide a secure area for computer and telecommunications equipment needed to operate the Library's onsite technology.

County Library IT staff will provide equipment specifications and power requirements for this room.

Spatial Relationships:

Direct Adjacency: Direct adjacency to an exterior wall is recommended.

Proximity:

S1.4 Staff Workroom

Sightline: None

Acoustics: N/A

Power/Technology: The power and data requirements of this room must be coordinated with and confirmed by County Library IT staff during design.

Components:

Space	Quantity	Item	SF/Item	Total SF Needed
equipment rack	1	rack	25	25
printer on stand	1	printer	16	16
supply cabinet, 2-door, for IT supplies storage	1	cabinet	20	20
telecom equipment and patch panels, wall-mounted	1	space	25	25
total				86

S1.10 Custodial/Maintenance Services

Square Feet: 70 sq ft

Target Audience: Library custodial staff

Occupancy: 1

Functional Description:

This room will provide a secure storage area for building custodial equipment and supplies. Storage should include open and closed shelving to ensure that potential hazardous items are secure, as well as clear floor space for bulky or boxed supplies and large equipment.

Custodial storage space is required on both floors of the building.

Spatial Relationships:

Direct Adjacency: None

Proximity: None

Sightline: None

Acoustics: N/A

Power/Technology: N/A

Components:

Space	Quantity	Item	SF/Item	Total SF Needed
shelving, industrial, 80" for supplies storage	1	section	10	10
supply cabinet, 2-door, for secure supplies storage	1	cabinet	20	20
clear space for boxed, bulk storage	1	space	20	20
mop sink, floor-mounted w mop storage, wall-mounted	1	space	20	20
total				70

S1.11 Book Donations Sorting Space

Square Feet: 250 sq ft

Target Audience: Friends of the Library book sale volunteers

Occupancy: 2 - 6

Functional Description:

This area will provide a secure, dedicated space in which volunteers can receive, sort and process donations for sale in the Friends-managed book and gift shop. Close proximity to the Staff/Delivery entrance is critical to expedite movement of incoming donations.

The space will include a work counter for sorting, shelving for temporary storage and ample clear space for opening and sorting incoming donations.

A clear, direct path of travel within the building is required between this space and the book and gift shop.

Spatial Relationships:

Direct Adjacency: None

Proximity:
 S1.3 Staff/Delivery Entrance

Sightline: None

Acoustics: Volunteers will move book trucks in and out of this space on a daily basis. The area must be acoustically buffered to keep noise from intruding into the surrounding public spaces. In addition, the space itself must be acoustically treated to ensure working conditions within the room are comfortable.

Power/Technology: Power and data connections are required at the work counter for a computer workstations, printer and telephone.

Components:

Space	Quantity	Item	SF/Item	Total SF Needed
work counter for book sorting	1	counter	30	30
shelving, 84", for sorting and storage	12	sections	10	120
clear floor space for incoming donations, temp box storage	1	space	100	100
total				250

SECOND FLOOR

5.0 Library Meeting Rooms

5.1 Second Floor Lobby

Square Feet: in GSF

Target Audience: Visitors to Library Community Room or Conference Room
Visitors to County offices

Occupancy: 5 - 20

Functional Description:

This space will provide public access to Library meeting rooms as well as access to several San Luis Obispo County offices located on the second floor. The area must accommodate the ebb and flow of the floor's multiple functions, particularly before and after Library programs. The space must be open and visible from staffed areas, to the extent feasible, to deter misbehavior.

The adjacent Atascadero History space will add visual interest to the lobby and attract additional visitors.

Library staff and volunteers will regularly pass through the lobby to reach the Break Room, increasing the level of staff oversight.

Spatial Relationships:

Direct Adjacency:

- 5.2 Atascadero History
- 5.6 Public Restrooms - Second Floor

Proximity:

- 5.3 Community Room
- 5.4 Conference Room
- S2.1 Break Room/ Lockers/ Coat Closet
County Offices

Sightline: None

Acoustics: Noise generated within this space needs to be contained to prevent disturbance within the County offices during the work day or within the Library community Room during events.

Power/Technology: N/A

5.2 Atascadero History

Square Feet: 155 sq ft

Target Audience: All visitors

Occupancy: 2 - 8

Functional Description:

Atascadero's rich history is a source of community pride to residents. This space is intended to provide a special area to honor and display that heritage, with displays of photographs, memorabilia and documents from the Library's collection or on loan from community members.

The area will also be an extension of the Book + Gift Shop located directly below, with casual seating for browsers and Coffee Cart customers.

Spatial Relationships:

Direct Adjacency:

5.1 Second Floor Lobby

Proximity:

1.2 Secondhand Book Sale + Gift Shop

1.3 Coffee Cart

Sightline: None

Acoustics: Building finishes should mitigate noise travelling from the lobby.

Lighting: Downlighting is needed to ensure appropriate lighting levels at the display cases.

Power/Technology: Wireless access is needed here for laptop computer users.

Components:

Space	Quantity	Item	SF/Item	Total SF Needed
display case, wall-mounted, glass enclosed	1	case	25	25
display surfaces, wall-mounted	2	areas	0	0
café seating @ small, round 2-place tables	4	seats	20	80
seating, arm chairs	2	seats	25	50
total				155

5.3 Community Room

Square Feet: 1,462 sq ft

Target Audience: All visitors

Occupancy: 110 adults; 150 children and parents

Functional Description:

This room will be in constant use as a venue for Library-sponsored programs and for community events, both during the day and the evening. Direct access from the building lobby is essential as well as direct adjacency to public restrooms and a refreshment prep kitchen.

The room needs a portable podium, AV projection and sound amplification equipment that supports current public sector standards, including video and digital image projection, ceiling-mounted projection equipment, dimmable lighting, projection of online demonstrations and similar features. Convenient, ample storage for 110 stacking chairs, 16 lightweight folding tables and meeting supplies is required within the space. Corner guards and chair rails should be considered within the space.

Spatial Relationships:

Direct Adjacency:

- 5.5 Meeting Room Storage/AV Equipment
- 5.6 Public Restrooms - Second Floor

Proximity:

- 5.1 Second Floor Lobby

Sightline:

None

Acoustics:

Wall, ceiling and floor surfaces should be absorptive, including carpet, acoustical wall panels and ceiling tile. The space must be acoustically insulated to contain sound.

Power/Technology: Floor-mounted and wall-mounted electrical outlets are needed throughout the space to support laptop computer use.

Components:

Space	Quantity	Item	SF/Item	Total SF Needed
stacking chairs	110	seats	12	1,320
tables, folding, lightweight, 24" x 60"	16	tables	0	0
podium, mobile	1	podium	12	12
portable stage	1	stage	50	50
videodigital projector, ceiling-mounted	1	projector	0	0
projection screen, ceiling-mounted	1	screen	0	0
kitchenette with double sink, counter, cabinets above/below, refrigerator	1	space	80	80
total				1,462

5.4 Conference Room

Square Feet: 300 sq ft

Target Audience: Groups of 8 – 16; Library staff

Occupancy: 8 - 16

Functional Description:

This room will be used by both the public and staff for meetings of committees, book discussion clubs, tutoring groups, literacy classes and similar groups, to provide a second meeting venue and reduce pressure on the Community Room. Library staff will control access to the room.

Tables in this room should be lightweight and reconfigurable for optimum flexibility. Chairs may be the same type used in the Community Room. AV projection equipment should be similar in quality and features to equipment in the Community Room.

Spatial Relationships:

Direct Adjacency: None

Proximity:
 5.1 Second Floor Lobby

Sightline: None

Acoustics: Wall, ceiling and floor surfaces should be absorptive, including carpet, acoustical wall panels and ceiling tile. The space must be acoustically insulated to contain sound.

Power/Technology: Floor-mounted and wall-mounted electrical outlets are needed throughout the space to support laptop computer use. Wiring should accommodate Smartboard technology.

Components:

Space	Quantity	Item	SF/Item	Total SF Needed
tables, conference room	2	tables	0	0
chairs, conference room	15	chairs	20	300
white board, wall-mounted	1	board	0	0
video/digital projector, ceiling-mounted	1	projector	0	0
projection screen, ceiling-mounted	1	screen	0	0
total				300

5.5 Meeting Room Storage/AV Equipment

Square Feet: 180 sq ft

Target Audience: Staff and/or community members conducting events in the Community Room

Occupancy: 0-2

Functional Description:

A secure storage room is needed, directly accessible from the Community Room to provide storage for stacking chairs mounted on dollies, folding tables and access to Community Room AV/data projection equipment controls.

Spatial Relationships:

Direct Adjacency:

5.3 Community Room

Proximity: None

Sightline: None

Acoustics: N/A

Power/Technology: Audio and video equipment controls for the Community Room will be located here. Ventilation must accommodate heat build-up from equipment in this space.

Components:

Space	Quantity	Item	SF/Item	Total SF Needed
dollies, mobile, for stacking chairs	15	dollies	6	90
table trucks for folding tables	3	dollies	10	30
equipment rack for meeting room AV projection equipment	1	rack	10	10
clear space for storage of easels, equipment, programming supplies	1	space	50	50
total				180

5.6 Public Restrooms – Second Floor

Square Feet: in GSF

Target Audience: All visitors

Occupancy: Must meet local code requirements

Functional Description:

Restrooms on the second floor must be adjacent to the Community Room, must be designed for durability, ease of maintenance and resistance to vandalism. Fixtures should be wall-mounted or counter-mounted and cubicle partitions should be ceiling-mounted. Floor and wall covering should be ceramic tile. Sloping floors and floor drains are essential.

Waste receptacles should be recessed and/or wall-mounted. Soap dispensers should be located directly over sinks to catch soap leaks and prevent water drips on the floor. Install paper towel dispensers and a baby changing counter in both men's and women's restrooms, and parcel/purse shelves in each stall.

Ensure effective acoustic separation and sufficient ventilation of the restrooms from other occupied areas of the building.

Spatial Relationships:

Direct Adjacency

5.1 Second Floor Lobby
5.3 Community Room

Proximity: None

Sightline: None

Acoustics: Ensure effective acoustic separation of the restrooms from other occupied areas of the building.

See also *Section II, General Design Considerations: Plumbing and restrooms* for specifications of restrooms.

S2.0 Staff Space

S2.1 Break Room/Lockers/Coat Closet

Square Feet: 249 sq ft

Target Audience: Library staff and volunteers

Occupancy: 2 - 8

Functional Description:

This area will provide Library staff and volunteers with a quiet area, away from the public space or work room, for breaks. The space needs both lounge and table seating with a quiet ambience and sufficient space for several individuals to enjoy the space without disturbing each other.

A kitchenette with a work counter, full size refrigerator, and dishwasher, is needed. Stacks of lockers for staff and volunteers will also be located here.

Spatial Relationships:

Direct Adjacency:
 S2.2 Staff Restrooms

Proximity:
 5.1 Second Floor Lobby

Sightline: None

Acoustics: Ensure that noise and conversations in this space do not intrude into the building's public spaces.

Power/Technology: Wireless access for laptop computers is required.

Components:

Space	Quantity	Item	SF/item	Total SF Needed
seating @ 4-person table	4	seats	20	80
sofa, 2-person	1	sofa	40	40
work counter, 6' x 24", w double sink, commercial grade, cabinets above and below	1	counter	30	30
dishwasher, under counter	1	unit	0	0
refrigerator, full size	1	unit	20	20
microwave oven, on counter	1	oven	0	0
trash containers/recycling containers	2	containers	4	8
bulletin board, wall-mounted	1	board	0	0
lockers, 3 per stack (for 9 people)	3	stacks	5	15
coat closet, 6' x 3'	1	closet	24	24
quiet area / cot	1	cot	32	32
total				249

S2.2 Staff Restrooms

Square Feet: in GSF

Target Audience: Library staff

Occupancy: Two single occupancy restrooms

Functional Description:

Two single occupancy restrooms dedicated to staff and volunteer use are needed, within proximity to the Staff Lounge. The restrooms must be designed for low maintenance and durability. Fixtures should be wall-mounted. Floor and wall coverings should be ceramic tile. Sloping floors and floor drains are needed.

Waste receptacles should be recessed and/or wall-mounted. Soap and towel dispensers should be located directly over sinks. Install paper towel dispensers, parcel/purse shelf and coat hook.

Spatial Relationships:

Direct Adjacency:

S2.1 Staff Break Room/ Lockers / Coat Closet

Proximity: None

Sightline: None

Appendix A
 Atascadero Library Collection Growth Plan



	Adult	Teens	Children	Total
Total Book & Media Collection				77,000
Electronic Titles (15% not duplicated in physical collection)				11,550
Total Physical Collection				65,450
AV Media - Physical Collection				11,781
Books - Physical Collection				53,669
Books	28,981	3,757	20,931	53,669
	54.0%	7.0%	39.0%	
Media	7,893	942	2,945	11,781
	67%	8%	25%	
Total	36,875	4,699	23,876	65,450
Books				
Ready Reference	Adult 75	Teens	Children	Total 75
Reference Collection	1,000		150	1,150
Local History	100			100
New Books/Browsing/Express Books	1,231	275	275	1,781
Genre Fiction: Mysteries/Science Fiction/Westerns	2,800	850	4,650	2,800
Fiction/J Series	7,200	630	5,700	12,700
Nonfiction/Biographies	11,400			17,730
Oversize	150			150
International Languages F/NF	900		750	1,650
Language Learning	175			175
Large Print	1,850		150	2,000
Picture Books			5,250	5,250
Readers			1,000	1,000
Holiday Books			500	500
Paperbacks - Cal + Uncat	2,000	1,000	2,500	5,500
Graphic Novels		1,000		1,000
Parent/Teacher Collection	100			100
Total Books:	28,981	3,755	20,925	53,661
Audiovisual Media				
DVDs	4,450	335	1,425	6,210
DVDs - International languages	250	0	0	250
Music Compact Discs	800	0	425	1,225
Music Compact Discs - International Languages	240	0	0	240
Audiobooks on CD (F/NF)	1,750	325	750	2,825
Video Games	300	280	0	580
AV Media Kits (book + CD)	0	0	345	345
ESL/Language Learning	100	0	0	100
Total Media	7,890	940	2,945	11,775
Total Books & Media in Physical Collection:	36,871	4,695	23,870	65,436

Appendix B
Atascadero Library Shelving Needs



Standard steel shelving footprint is 3' x 1' and is allocated 10.3 SF/single-sided section										
Merchandising display shelving footprint is 6' x 3' and is allocated 65 SF/double-sided section										
Magazine/newspaper shelves vertical acrylic "waterfall" display, with 16-magazine display capacity per 3' section + 8-newspaper display per 3' section, with backfiles below - 12 SF/section										
		Items in 2030	% on Shelf	Items Shv'd	Shelf Type	Items/LF of shlv	LF Needed	Sections Needed	Sections Needed	SF Needed
Adult Books										
Reference Collection										
2.4	Ready Reference	75	100%	75	45"/3 sh	7	11	1.2	2	21
3.2	Reference Books	1,000	100%	1,000	66"/4 sh	7	143	11.9	12	124
3.2	Local History	100	100%	100	66"/4 sh	7	14	1.2	1	10
Total Reference Collection		1,175		1,175			168	14	15	155
Circulating Books										
1.1	New Books/Browsing/Leased Books	500	60%	300	book vending unit, 72"h x 39"d x 44"w	NA	NA	1.0	1	40
2.2	New Books/Browsing/Leased Books	731	60%	439	66"/5 sh, retail display, 3' x 6"	4	110	1.8	2	130
2.2	Paperbacks (cataloged + uncataloged)	2,000	66%	1,320	78"/6 sh	8	165	9.2	9	93
3.3	Genre Fiction: Mysteries/Science Fiction/Westerns	2,800	70%	1,960	78"/6 sh	8	245	13.6	14	144
3.3	Fiction	7,200	70%	5,040	78"/6 sh	8	630	35.0	35	361
3.3	Large Print	1,850	75%	1,388	78"/5 sh	8	173	11.6	12	124
3.4	Nonfiction/Biographies	11,400	75%	8,550	78"/6 sh	8	1,069	59.4	59	608
3.4	Oversize	150	75%	113	78"/5 sh	8	14	0.9	1	10
3.5	International Languages Collection	900	75%	675	78"/6 sh	10	68	3.8	4	41
3.5	Language Learning Books	175	75%	131	78"/6 sh	8	16	0.9	1	10
4.6	Parent/Teacher Collection	100	75%	75	66"/5sh	8	9	0.6	1	10
Total Adult Circulating Books		27,896		19,690			2,499	137	138	1,531
Total Adult Books		28,981		20,865			2,667	151.1	153	1,685
Teen Books										
3.9	New Books	275	60%	165	66"/5 sh, retail display, 3' x 6"	4	41	0.7	0.7	45
3.9	Fiction	850	70%	595	78"/6 sh	10	60	3.3	3	31
3.9	Nonfiction	630	75%	473	78"/6 sh	10	47	2.6	3	31
3.9	Paperbacks (cataloged + uncataloged)	1,000	66%	660	78"/6 sh	10	66	3.7	4	41
3.9	Graphic Novels	1,000	66%	660	78"/6 sh	10	66	3.7	4	41
Total Teen Books		3,755		2,553			280	14	15	189

Appendix B
Atascadero Library Shelving Needs



	Items In 2030	% on Shelf	Items Shlvd	Shelf Type	Items/F of shlf	LF Needed	Sections Needed	Sections Needed	SF Needed	
Children's Books:										
3.2	Children's Reference	150	100%	150	66"/4 sh	7	21	1.8	2	21
4.1	New Books	275	60%	165	66"/5 sh, retail display, 3' x 6"	4	41	0.9	1	65
4.1	Paperbacks (cataloged + uncataloged)	2,500	70%	1,750	66"/5 sh	8	219	14.6	15	155
4.3	Children's Fiction	4,650	70%	3,255	66"/5 sh	10	326	21.7	22	227
4.3	Children's Large Print	150	75%	113	66"/4 sh	8	14	1.2	2	21
4.3	Nonfiction/Biography	5,700	75%	4,275	66"/5 sh	10	428	28.5	29	299
4.3	Holiday Books	500	80%	400	66"/5 sh	10	40	2.7	3	31
4.3	Children's International Languages Collection	750	75%	563	66"/5 sh	10	56	3.8	4	41
4.5	Picture Books	5,250	75%	3,938	45"/3 sh	15	263	29.2	29	299
4.5	Readers	1,000	75%	750	66"/4 sh	15	50	4.2	4	41
	Total Children's Books	20,925		15,358			1,457	108	111	1,198
	Total Book Collection:	53,661		38,775			4,404	273	279	3,072
Media Collections										
Adult/Teen Media:										
1.1	DVDs	500	60%	300	media vending unit, 72"h x 39"d x 44"w	NA	NA	1.0	1	40
2.3	DVDs	3,950	66%	2,607	78"/6 sh	10	261	14.5	14	144
2.3	Music Compact Discs	800	75%	600	66"/AV browsing, 4 sh	20	30	2.5	3	31
2.3	Audiobooks on CD (F/NF)	1,750	66%	1,155	78"/6 sh	8	144	8.0	8	82
2.3	Video Games	300	66%	198	78"/6 sh	8	25	1.4	1	10
3.5	DVDs - International languages	250	75%	188	78"/6 sh	12	16	0.9	1	10
3.5	Music Compact Discs - International Languages	240	75%	180	66"/AV browsing, 4 sh	20	9	0.8	1	10
3.5	ESL/Language learning (all formats)	100	75%	75	78"/6 sh	8	9	0.5	1	10
3.9	Teen DVDs	335	66%	221	78"/6 sh	10	22	1.2	1	10
3.9	Teen Audiobooks	325	75%	244	78"/6 sh	10	24	1.4	1	10
3.9	Teen Video Games	280	66%	185	78"/6 sh	8	23	1.3	1	10
	Total Adult/Teen Media:	8,830		5,952			563	33	33	370

Appendix B
Atascadero Library Shelving Needs



	Items in 2030	% on Shelf	Items Status	Shelf Type	Items/LF or Sh	LF Needed	Sections Needed	Sections Needed	SF Needed	
Children's Media:										
4.1	Children's DVDs	1,425	75%	1,069	66"/5 sh	12	89	5.9	6	
4.1	Children's Music Compact Discs	425	75%	319	66"/AV browsing, 3 sh	20	16	1.8	2	
4.1	Children's AudioBooks on CD	750	75%	563	66"/5 sh	8	70	4.7	5	
4.1	AV Media Kits	345	75%	259	66"/5 sh	6	43	2.9	3	
	Total Children's Media:	2,945		2,209			218	15	16	
	Total Media Collection:	11,775		8,161			782	49	49	
	Total Books & Media:	65,436		46,936			5,186	322	328	
	Total Linear & Square Ft Needed:						5,334	331	3,697	
									3,661	
Magazines & Nsp Displayed										
3.6	Adult Magazine Display/Backfiles	100	titles	100%	100	84"/6 sh, slanted for current issues	1	100	5.5	6
3.6	Adult Magazine Display/Backfiles	50	pam boxes	100%	50	84"/6 sh	2.3	22	1.2	1
3.6	Newspapers - Display/Backfiles	16	titles	100%	16	84"/5 sh with acrylic hanging insert	0.67	24	1.3	1
3.9	Teen Magazines	12	titles	100%	12	84"/5 sh, slanted for current issues	1	12	0.8	1
4.1	Children's English Language Magazines	12	titles	100%	12	66"/4 sh, slanted for current issues, back issues below	1	12	1.0	1
	Total Mag & Nsp Display:	140			140		4	148	9	10
	Total Linear & Square Ft Needed:						5,334	331	3,697	
									3,661	

Appendix C
Atascadero Library Public Seating Needs



Space		Seating Type	# Tables	# Seats	SF/Chair	SF Needed
Reader Seats:						
For Adults						
1.3	Coffee Cart	2-place cafe table, round	3	6	20	120
3.2	Reference Collection	2-place tables	2	4	25	100
3.3	Adult Fiction Books + Seating	lounge chairs		4	35	140
3.3	Adult Fiction Books + Seating	4-place or 2-place tables	2 or 4	8	25	200
3.4	Adult Nonfiction Books + Seating	4-place or 2-place tables	4 or 8	16	25	400
3.4	Adult Nonfiction Books + Seating	lounge chairs		8	35	280
3.4	Adult Nonfiction Books + Seating	laptop work counter, 6-place	1	6	20	120
3.6	Magazine + Newspaper Browsing/Quiet Reading	1-place tables/counter	9	9	25	225
3.6	Magazine + Newspaper Browsing/Quiet Reading	lounge chairs		6	35	210
5.2	Atascadero History	arm chairs		2	25	50
5.2	Atascadero History	2-place cafe table, round	2	4	20	80
Adult Seats subtotal:			17	73		1925
For Teens						
3.9	Teen Area	tables, round or diner booths	2	8	22	176
3.9	Teen Area	casual lounge seating	0	4	16	64
3.9	Teen Area	laptop/study counter seating	1	4	16	64
Teen Seats subtotal:				16		304
For Children						
4.3	Children's Circulating Books + Service Desk	2- or 4-place tables	4 or 8	16	25	400
4.4	Family Space/Children's Programming Area	lounge chairs, mobile, parent/child	0	2	35	70
4.4	Family Space/Children's Programming Area	4-place toddler tables, round	2	8	20	160
4.5	Picture Books and Readers	4-place toddler tables, round	2	8	20	160
4.5	Picture Books and Readers	window seating	0	2	20	40
4.5	Picture Books and Readers	parent/child armchairs	0	2	35	70
Children's Seats subtotal:				38		900
Reader Seats Total:				127		3129
Group Study/Conference Room Seats:						
3.7	Group Study/Tutoring Room A	seats @ conference table	1	4	22	88
3.8	Group Study/Tutoring Room B	seats @ conference table	1	4	22	88
Group Study/Tutoring Room Seats Total:				8		176
Total Reader and Group Study/Tutoring Seats:				135		3305
Programming Seats:						
5.3	Community Room	stacking chairs		110	12	1320
5.4	Conference Room	conference room chairs	2		20	0

Appendix D
Atascadero Library Computers and Other Public Equipment Needs



Space #	Equipment Type	Table	Units	SF/Seat	SF Needed
Public Access Computers					
2.4	Service Desk				
	laptop computers for in-library use, on storage unit		10	0	0
3.1	Adult Public Access Computers				
	sitdown computer wkstns	10	10	35	350
3.3	Adult Fiction Books + Seating				
	online catalog wkstn @ stack end		1	6	6
3.4	Adult Nonfiction Books + Seating				
	online catalog wkstn @ stack end		1	6	6
3.9	Teen Area				
	sitdown computer wkstns	2	2	35	70
3.9	Teen Area				
	online catalog wkstn @ stack end		1	6	6
4.2	Children's Public Access Computers				
	sitdown computer wkstns	2	3	35	105
4.3	Children's Circulating Books + Service Desk				
	online catalog wkstn @ stack end		1	6	6
4.4	Family Space/Children's Programming Area				
	sitdown computer wkstns	2	2	35	70
Public Access Computers Total:			16	31	619
Other Public Equipment:					
1.1	Public Entrance/Lobby				
	book vending kiosk, self-service, 500-book capacity	0	1	40	40
1.1	Public Entrance/Lobby				
	media vending kiosk, self-service, 500-item capacity	0	1	40	40
2.1	Self Checkout and Reserves Pickup				
	self checkout stations	1	3	35	105
2.4	Info/Circ Service Desk				
	PC reservation computer	1	1	26	26
2.4	Info/Circ Service Desk				
	laptop computer storage/recharging unit, 10-unit cap	NA	1	12	12
3.1	Adult Public Access Computers				
	media download station	1	1	35	35
3.2	Reference Collection				
	copy machine	0	1	25	25
4.2	Children's Public Access Computers				
	self checkout station	1	1	35	35
Other Public Equipment Total:			4	10	318
Public Printers					
2.1	Self Checkout and Reserves Pickup				
	compact printers @ SCKO	0	3	0	0
3.1	Adult Public Access Computers				
	networked printer/print release station	1	1	24	24
3.3	Adult Fiction Books + Seating				
	compact printer @ online catalog	0	2	0	0
3.4	Adult Nonfiction Books + Seating				
	compact printer @ online catalog	0	2	0	0
3.9	Teen Area				
	networked printer/print release station	1	1	24	24
4.2	Children's Public Access Computers				
	networked printer/print release station	1	1	24	24
4.2	Children's Public Access Computers				
	compact printer @ SCKO	0	1	0	0
4.3	Children's Circulating Books + Service Desk				
	compact printer @ online catalog	0	2	0	0
Public Printers Total:			3	13	72
Total Public Equipment:			23	54	1009
Total Public Computers:				31	